

2017 - 2018 Student Services Fee Advisory Committee
For 2018 - 2019 Budget Year
Planning Calendar

Sep 25	Beginning of Fall Quarter
Sep 28 (Week 0)	First Day of Instruction for Fall Quarter
Oct 12 (Week 2)	SSFAC Meeting: Committee Introductions, Responsibilities & Roles Discussion, Subcommittee Discussion and Form Fill, Bylaws Update, Vice-Chair Discussion, Requirements, Vice Chair Nomination Questions & Nominations, Narrative Review Meeting Location & Time: HUB Room 265 11:00 AM to 1:00 PM
Nov 02 (Week 5)	SSFAC Meeting: Election of Vice Chair, Narrative review continuation if needed, Training. Meeting Location & Time: HUB Room 379 11:00 AM to 1:00 PM
Nov 16 (Week 7)	SSFAC Meeting: Call Letter Discussion & Presentation by Vice Chancellor for Student Affairs, Jim Sandoval Meeting Location & Time: HUB Room 265 11:00 AM to 1:00 PM
Nov 23 – Dec 7	Call Letter to SSF Budget Holders for 2018 – 2019 Program Plan and Budget Addendum Request
Dec 9 – Dec 15 (Finals)	No Meeting, Departments submit budget requests and addendum to VCSA Office
Dec 16 – Jan 7	Winter Break, No Meeting
Jan 03	Beginning of Winter Quarter
Jan 08	First Day of Instruction for Winter Quarter
Jan 11 (Week 1)	SSFAC Meeting: Budget Overview of Requests, Review Subcommittee Assignments Meeting Location & Time: HUB Room 379 11:00 AM to 12:30 PM
Jan 18 (Week 2)	SSFAC Meeting: Discussion of standardized subcommittee questions to departments, Bylaw Review Meeting Location & Time: HUB Room 379 11:00 AM to 12:30 PM
Jan 25 (Week 3)	SSFAC Meeting: Dept. Heads for Subcommittee A present with Q&A. Meeting Location & Time: HUB Room 379 11:00 AM to 12:30 PM <ul style="list-style-type: none"> • Dept. Heads come into meeting, give a presentation on requests, and answer questions prepared by the Subcommittee. Depts. All have 10 minutes to present and the Subcommittee will be charged with any follow up questions and inquires.
Feb 01 (Week 4)	SSFAC Meeting: Dept. Heads for Subcommittee B present with Q&A. Meeting Location & Time: HUB Room 379 11:00 AM to 12:30 PM <ul style="list-style-type: none"> • Dept. Heads come into meeting, give a presentation on requests, and answer questions prepared by the Subcommittee. Depts. All have 10 minutes to present and the Subcommittee will be charged with any follow up questions and inquires.
Feb 08 (Week 5)	SSFAC Meeting: Dept. Heads for Subcommittee C present with Q&A. Meeting Location & Time: HUB Room 379 11:00 AM to 12:30 PM <ul style="list-style-type: none"> • Dept. Heads come into meeting, give a presentation on requests, and answer questions prepared by the Subcommittee. Depts. All have 10 minutes to present and the Subcommittee will be charged with any follow up questions and inquires.
Feb 15 (Week 6)	SSFAC Meeting: Dept. Heads for remainder of Subcommittee C present with Q&A. Meeting Location & Time: Student Services Building (HOSS) 3201 11:00 AM to 12:30 PM <ul style="list-style-type: none"> • Dept. Heads come into meeting, give a presentation on requests, and answer questions prepared by the Subcommittee. Depts. All have 10 minutes to present and the Subcommittee will be charged with any follow up questions and inquires.
Feb 22 (Week 7)	SSFAC Meeting: Subcommittee A & B discussions and recommendations Meeting Location & Time: HUB Room 379 11:00 AM to 12:30 PM <ul style="list-style-type: none"> • Subcommittee A & B report back on any follow up and discuss the line items and their recommendations

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Mar 01 (Week 8)	SSFAC Meeting: Subcommittee C discussions and recommendations Meeting Location & Time: HUB Room 379 11:00 AM to 12:30 PM <ul style="list-style-type: none">Subcommittee C report back on any follow up and discuss the line items and their recommendations
Mar 08 (Week 09)	SSFAC Meeting: Review all Subcommittee recommendations Discussion 1 Make Final Recommendations Meeting Location & Time: HUB Room 379 11:00 AM to 12:30 PM
Mar 15 (Week 10)	SSFAC Meeting: Review all Subcommittee recommendations Discussion 2 Make Final Recommendations Meeting Location & Time: HUB Room 260 11:00 AM to 12:30 PM
Mar 19 – Apr 2	Interim Vice Chancellor Thomas Smith Review of Committee’s Final Allocations Recommendations & Appeal Process Information sent to department heads (If Applicable)
Mar 17 – Mar 23 (Finals)	No Meeting
Mar 26 – Apr 1	Spring Break, No Meeting
Mar 28	Beginning of Spring Quarter
Apr 02 (Week 1)	First Day of Instruction for Spring Quarter
Apr 02 – Apr 16	SSFAC Call for applications and review of applicants with ASUCR and GSA Presidents <ul style="list-style-type: none">The Chair will send out a mass email through the Student Email Service to call for SSFAC applications from the Undergraduate and Graduate Student BodyThe application will have a cut off deadline of 24 hours before meeting time of said dateThe Chair must contact ASUCR and GSA Presidents to discuss their recommendations to the committee for final vote
Apr 05 (Week 1)	SSFAC Meeting: Bylaw Review & Discussion Meeting Location & Time: HUB Room 269 11:00 AM to 1:00 PM
Apr 12 (Week 2)	SSFAC Meeting: Review Bylaw changes, reaffirm returning committee members Meeting Location & Time: HUB Room 367 11:00 AM to 1:00 PM
Apr 19 (Week 3)	SSFAC Meeting: Administrative Items Meeting Location & Time: HUB Room 269 11:00 AM to 1:00 PM <ul style="list-style-type: none">Review Minutes
Apr 26 (Week 4)	SSFAC Meeting: Review applications and recommendations with the committee and vote for Memberships Meeting Location & Time: HUB Room 379 11:00 AM to 1:00 PM <ul style="list-style-type: none">The Committee will set up a criteria based on a general consensusThe Committee will narrow the applications based on the general consensusThe Committee will then vote on the applicant(s)
Apr 27 – May 04	Letter to the Chancellor / Chancellor’s Designee with Final Recommendations & Bylaw Changes
May 03 (Week 5)	SSFAC Meeting: Final Business & Approve Meeting Minutes Meeting Location & Time: HUB Room 379 11:00 AM to 1:00 PM