

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)	<b>SSFAC Meeting:</b> Committee Introductions, Responsibilities & Roles Discussion, Subcommittee Discussion and Form Fill, Bylaws Update, Vice-Chair Discussion, Requirements, Vice Chair Nomination Questions & Nominations, Narrative Review <b>Meeting Location &amp; Time: HUB Room 265   11:00 AM to 1:00 PM</b>
Nov 02 (Week 5)	<b>SSFAC Meeting:</b> Election of Vice Chair, Narrative review continuation if needed, Training. <b>Meeting Location &amp; Time: HUB Room 379   11:00 AM to 1:00 PM</b>
Nov 16 (Week 7)	<b>SSFAC Meeting:</b> Call Letter Discussion & Presentation by Vice Chancellor for Student Affairs, Jim Sandoval <b>Meeting Location &amp; Time: HUB Room 265   11:00 AM to 1:00 PM</b>
Nov 23 – Dec 7	Call Letter to SSF Budget Holders for 2018 – 2019 Program Plan and Budget Addendum Request
Dec 9 – Dec 15 (Finals)	<b>No Meeting,</b> Departments submit budget requests and addendum to VCSA Office
Dec 16 – Jan 7	<b>Winter Break, No Meeting</b>
Jan 03	Beginning of Winter Quarter
Jan 08	First Day of Instruction for Winter Quarter
Jan 11 (Week 1)	<b>SSFAC Meeting:</b> Budget Overview of Requests, Review Subcommittee Assignments <b>Meeting Location &amp; Time: HUB Room 379   11:00 AM to 1:00 PM</b>
Jan 18 (Week 2)	<b>SSFAC Meeting:</b> Discussion of standardized subcommittee questions to departments, Bylaw Review <b>Meeting Location &amp; Time: HUB Room 379   11:00 AM to 1:00 PM</b>
Jan 25 (Week 3)	<b>SSFAC Meeting:</b> Dept. Heads for Subcommittee A present with Q&A. <b>Meeting Location &amp; Time: HUB Room 379   11:00 AM to 1:00 PM</b> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
Feb 01 (Week 4)	<b>SSFAC Meeting:</b> Dept. Heads for Subcommittee B present with Q&A. <b>Meeting Location &amp; Time: HUB Room 379   11:00 AM to 1:00 PM</b> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
Feb 08 (Week 5)	<b>SSFAC Meeting:</b> Dept. Heads for Subcommittee C present with Q&A. <b>Meeting Location &amp; Time: HUB Room 379   11:00 AM to 1:00 PM</b> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
Feb 15 (Week 6)	<b>SSFAC Meeting:</b> Dept. Heads for remainder of Subcommittee C present with Q&A. <b>Meeting Location &amp; Time: Student Services Building (HOSS) 3201   11:00 AM to 1:00 PM</b> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
Feb 22 (Week 7)	<b>SSFAC Meeting:</b> Dept. Heads for Subcommittee D present with Q&A. <b>Meeting Location &amp; Time: HUB Room 379   11:00 AM to 1:00 PM</b> <ul style="list-style-type: none"> <li>• 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.</li> </ul>

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Mar 01 (Week 8)	<p><b>SSFAC Meeting:</b> Subcommittee A &amp; B discussions and recommendations <b>Meeting Location &amp; Time:</b> HUB Room 379   11:00 AM to 1:00 PM</p> <ul style="list-style-type: none"> <li>• Subcommittee A &amp; B report back on any follow up and discuss the line items and their recommendations</li> </ul>
Mar 8 (Week 9)	<p><b>SSFAC Meeting:</b> Subcommittee C &amp; D discussions and recommendations <b>Meeting Location &amp; Time:</b> HUB Room 379   11:00 AM to 1:00 PM</p> <ul style="list-style-type: none"> <li>• Subcommittee C &amp; D report back on any follow up and discuss the line items and their recommendations.</li> </ul>
Mar 15 (Week 10)	<p><b>SSFAC Meeting:</b> Review all Subcommittee recommendations   Make Final Recommendations <b>Meeting Location &amp; Time:</b> HUB Room 260   11:00 AM to 1:00 PM</p>
Mar 08 – Apr 12	VCSA Jim Sandoval Review of Pre-Final Allocations
Mar 22 – Mar 29	Recommendations & Appeal Process Information sent to department heads
Mar 17 – Mar 23 (Finals)	<b>No Meeting</b>
Mar 26 – Apr 1	<b>Spring Break, No Meeting</b>
Mar 28	Beginning of Spring Quarter
Apr 02 (Week 1)	First Day of Instruction for Spring Quarter
Apr 02 – Apr 09	<p>SSFAC Call for applications and review of applicants with ASUCR and GSA Presidents</p> <ul style="list-style-type: none"> <li>• The Chair will send out a mass email through the Student Email Service to call for SSFAC applications from the Undergraduate and Graduate Student Body</li> <li>• The application will have a cut off deadline of 24 hours before meeting time of said date</li> <li>• The Chair must contact ASUCR and GSA Presidents to discuss their recommendations to the committee for final vote</li> </ul>
Apr 05 (Week 1)	<p><b>SSFAC Meeting:</b> Review all Subcommittee recommendations   Make Final Recommendations <b>(If needed)</b> <b>Meeting Location &amp; Time:</b> TBA</p>
Apr 12 (Week 2)	<p><b>SSFAC Meeting:</b> Review VCSA’s Recommendations &amp; Make Final Recommendations <b>(If needed)</b>, Review Bylaw changes, reaffirm returning committee members <b>Meeting Location &amp; Time:</b> TBA</p>
Apr 12	Appeals from departments due to VCSA
Apr 19 (Week 3)	<p><b>SSFAC Meeting:</b> Department Heads present appeals, review appeals, make final recommendations <b>Meeting Location &amp; Time:</b> TBA</p> <ul style="list-style-type: none"> <li>• Department Heads will come into meeting to present their appeals.</li> <li>• Committee will review the appeals and vote on a final decision/recommendation for the department</li> </ul>
Apr 26 (Week 4)	<p><b>SSFAC Meeting:</b> Review applications and recommendations with the committee and vote for Memberships <b>Meeting Location &amp; Time:</b> TBA</p> <ul style="list-style-type: none"> <li>• The Committee will set up a criteria based on a general consensus</li> <li>• The Committee will narrow the applications based on the general consensus</li> <li>• The Committee will then vote on the applicant(s)</li> </ul>
May 03 (Week 5)	<p><b>SSFAC Meeting:</b> Final business, review, and finalize Bylaw changes (final vote). <b>Meeting Location &amp; Time:</b> TBA</p>
Apr 27 – May 04	Letter to the Chancellor with final recommendations & Bylaw Changes
May 10 (Week 6)	<p><b>SSFAC Meeting:</b> Final business and Luncheon <b>Meeting Location &amp; Time:</b> TBA</p>