<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
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<tr>
<td>Oct 21 – Oct 23</td>
<td>UCSC CSF Meeting</td>
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| Oct 25       | **SSFAC Meeting:** Introductions, responsibilities & roles, requirements & vice-chair discussion  
*Meeting Location & Time:* HUB Room 260 (3:00 – 5:00 PM)                                                                                                                                 |
| Nov 16       | **SSFAC Meeting:** Training, Election of Alternate to Voting Member, Election of Vice Chair  
Subcommittee Member discussion, and Call Letter Criteria discussion  
*Meeting Location & Time:* HUB Room 367 (3:00 – 5:00 PM)  
- Overview on how to read a proposal, budget sheets, etc.  
- Election of Alternate to Voting Member and Vice Chair appointment  
- Subcommittee Member Discussion on Leads & Distribute Subcommittee Assignment Preference Sheet  
- Call Letter Criteria Discussion                                                                                                                                 |
| Nov 30       | **SSFAC Meeting:** VCSA Presentation – Strategic Plan  
*Meeting Location & Time:* HUB Room 260 (3:00 – 5:00 PM)                                                                                                                                 |
| Dec 1 – Dec 8 | Call Letter to SSF Budget Holders for 2017 – 2018 Program Plan and Budget Addendum request                                                                                                                                 |
| Dec 5 – Dec 9 (Finals) | **No Meeting.** Departments submit budget requests and addendum to VCSA Office  
**Winter Break, No Meeting**                                                                                                                                                        |
| Jan 25       | **SSFAC Meeting:** Jim’s Priority Presentation & Review and Distribution of Budget Requests to Subcommittees  
*Meeting Location & Time:* HUB Room 367 (3:00 – 5:00 PM)                                                                                                                                 |
| Jan 27 – Jan 29 | UCSC CSF Meeting                                                                                                                                                                                                 |
| Feb 01       | **SSFAC Meeting:** Dept. Heads for Subcommittee A present with Q&A.  
*Meeting Location & Time:* HUB Room 367 (3:00 – 5:00 PM)  
- 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       | **SSFAC Meeting:** Dept. Heads for Subcommittee B present with Q&A.  
*Meeting Location & Time:* HUB Room 260 (3:00 – 5:00 PM)  
- 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       | **SSFAC Meeting:** Dept. Heads for Subcommittee C present with Q&A.  
*Meeting Location & Time:* HUB Room 268 (3:00 – 5:00 PM)  
- 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. |
| Mar 01       | **SSFAC Meeting:** Dept. Heads for remainder of Subcommittee C present with Q&A.  
*Meeting Location & Time:* HUB Room 260 (3:00 – 5:00 PM)  
- 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. |
| Mar 08       | **SSFAC Meeting:** Dept. Heads for Subcommittee D present with Q&A.  
*Meeting Location & Time:* HUB Room 260 (3:00 – 5:00 PM)  
- 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. |
2016 - 2017 Student Services Fee Advisory Committee
For 2017 - 2018 Budget
Planning Calendar

Mar 15  
**SSFAC Meeting:** Subcommittee A & B discussions and recommendations  
**Meeting Location & Time:** HUB Room 260 (3:00 – 5:00 PM)  
- Subcommittee A & B report back on any follow up and discuss the line items and their recommendations

Mar 23 – Mar 30 (Finals)  
No Meeting

Mar 27 – Apr 2  
Spring Break, No Meeting

Apr 05  
**SSFAC Meeting:** Subcommittee C & D discussions and recommendations  
**Meeting Location & Time:** HUB Room 379 (3:00 – 5:00 PM)  
- Subcommittee C & D report back on any follow up and discuss the line items and their recommendations.

Apr 05 – Apr 18  
SSFAC Call for applications  
- 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  
- The application will have a cut off deadline of 24 hours before meeting time of said date

Apr 12  
**SSFAC Meeting:** VCSA Jim Sandoval’s Priority Presentation | Review all Subcommittee recommendations | Make Final Recommendations  
**Meeting Location & Time:** HUB Room 379 (3:00 – 5:00 PM)  
- VCSA Jim Sandoval will be giving his Priority Presentation on what he sees as a priority for Student Services and how the priority aligns with his strategic plan

Apr 12 – May 03  
SSFAC’s individual brainstorm about how the committee can create workgroups or subcommittees that can help with Jim’s Strategic Plan

Apr 19  
**SSFAC Meeting:** Make Final Recommendations (If needed)  
**Meeting Location & Time:** HUB Room 367 (3:00 – 5:00 PM)

Apr 19 – Apr 26  
SSFAC Call for applications and review of applicants with ASUCR and GSA Presidents  
- The application will have a cut off deadline of 24 hours before meeting time of said date  
- The Chair must contact ASUCR and GSA Presidents to discuss their recommendations to the committee for final vote

Apr 20  
Recommendations & Appeal Process Information sent to department heads

Apr 26  
**SSFAC Meeting:** Review Bylaw changes, reaffirm returning committee members. Review applications and recommendations with the committee and vote for Memberships & Chair Elections  
**Meeting Location & Time:** HUB Room 260 (3:00 – 5:00 PM)

Apr 27  
Appeals from departments due to VCSC

May 03  
**SSFAC Meeting:** Department Heads present appeals, review appeals, make final recommendations (If needed) | VCSC Jim Sandoval’s Follow-up Discussion about Workgroups between VCSC & SSFAC  
**Meeting Location & Time:** HUB Room 260 (3:00 – 5:00 PM)  
- Department Heads will come into meeting to present their appeals.  
- Committee will review the appeals and vote on a final decision/recommendation for the department

May 17  
**SSFAC Meeting:** Review, and finalize Bylaw changes (Final Vote)  
**Meeting Location & Time:** HUB Room 260 (3:00 – 5:00 PM)
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<tbody>
<tr>
<td>May 22</td>
<td><strong>SSFAC Meeting:</strong> Final Business and Luncheon</td>
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<td><strong>Meeting Location &amp; Time:</strong> TBA (12:00 – 1:00 PM)</td>
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<td>May 17 – May 24</td>
<td>Letter to the Chancellor with final recommendations &amp; Bylaw Changes</td>
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<tr>
<td>May 24</td>
<td><strong>SSFAC Meeting:</strong> Final business and Luncheon (Rescheduled due to Senior BBQ)</td>
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<td><strong>Meeting Location &amp; Time:</strong> HUB Room 260 (3:00 – 5:00 PM)</td>
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