

2016 - 2017 Student Services Fee Advisory Committee
For 2017 - 2018 Budget
Planning Calendar

Oct 21 – Oct 23	UCSC CSF Meeting
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) <ul style="list-style-type: none">• 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
Dec 10 – Jan 8	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) <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	SSFAC Meeting: Dept. Heads for Subcommittee B present with Q&A. Meeting Location & Time: HUB Room 260 (3:00 – 5:00 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	SSFAC Meeting: Dept. Heads for Subcommittee C present with Q&A. Meeting Location & Time: HUB Room 268 (3:00 – 5:00 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.
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) <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.
Mar 08	SSFAC Meeting: Dept. Heads for Subcommittee D present with Q&A. Meeting Location & Time: HUB Room 260 (3:00 – 5:00 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.

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Mar 15	<p>SSFAC Meeting: Subcommittee A & B discussions and recommendations Meeting Location & Time: HUB Room 260 (3:00 – 5:00 PM)</p> <ul style="list-style-type: none">Subcommittee A & B report back on any follow up and discuss the line items and their recommendations
Mar 23 – Mar 30 (Finals)	<p>No Meeting</p>
Mar 27 – Apr 2	<p>Spring Break, No Meeting</p>
Apr 05	<p>SSFAC Meeting: Subcommittee C & D discussions and recommendations Meeting Location & Time: HUB Room 379 (3:00 – 5:00 PM)</p> <ul style="list-style-type: none">Subcommittee C & D report back on any follow up and discuss the line items and their recommendations.
Apr 05 – Apr 18	<p>SSFAC Call for applications</p> <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 date
Apr 12	<p>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)</p> <ul style="list-style-type: none">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	<p>SSFAC's individual brainstorm about how the committee can create workgroups or subcommittees that can help with Jim's Strategic Plan</p>
Apr 19	<p>SSFAC Meeting: Make Final Recommendations (If needed) Meeting Location & Time: HUB Room 367 (3:00 – 5:00 PM)</p>
Apr 19 – Apr 26	<p>SSFAC Call for applications and review of applicants with ASUCR and GSA Presidents</p> <ul style="list-style-type: none">The 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 20	<p>Recommendations & Appeal Process Information sent to department heads</p>
Apr 26	<p>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)</p>
Apr 27	<p>Appeals from departments due to VCSA</p>
May 03	<p>SSFAC Meeting: Department Heads present appeals, review appeals, make final recommendations (If needed) VCSA Jim Sandoval's Follow-up Discussion about Workgroups between VCSA & SSFAC Meeting Location & Time: HUB Room 260 (3:00 – 5:00 PM)</p> <ul style="list-style-type: none">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	<p>SSFAC Meeting: Review, and finalize Bylaw changes (Final Vote) Meeting Location & Time: HUB Room 260 (3:00 – 5:00 PM)</p>

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May 22

SSFAC Meeting: Final Business and Luncheon
Meeting Location & Time: TBA (12:00 – 1:00 PM)

May 17 – May 24

Letter to the Chancellor with final recommendations & Bylaw Changes

May 24

SSFAC Meeting: Final business and Luncheon (**Rescheduled due to Senior BBQ**)
Meeting Location & Time: ~~HUB Room 260 (3:00 – 5:00 PM)~~