<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Oct 21 – Oct 23</td>
<td>UCSC CSF Meeting</td>
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<tr>
<td>Oct 25</td>
<td><strong>SSFAC Meeting:</strong> Introductions, responsibilities &amp; roles, etc.   &lt;br&gt;Meeting Location &amp; Time: HUB Room 260 (3:00 – 5:00 PM)</td>
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<tr>
<td>Nov 16</td>
<td><strong>SSFAC Meeting:</strong> Training, Election of Alternate to Voting Member, Election of Vice Chair &lt;br&gt;Meeting Location &amp; Time: HUB Room 367 (3:00 – 5:00 PM) &lt;br&gt;- Overview on how to read a proposal, budget sheets, etc. &lt;br&gt;- Election of Alternate to Voting Member and Vice Chair appointment &lt;br&gt;- Subcommittee Member Discussion on Leads &amp; Distribute Subcommittee Assignment Preference Sheet &lt;br&gt;- Call Letter Criteria Discussion</td>
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<tr>
<td>Nov 30</td>
<td><strong>SSFAC Meeting:</strong> VCSA presentation &lt;br&gt;Meeting Location &amp; Time: HUB Room 260 (3:00 – 5:00 PM)</td>
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<td>Dec 1 – Dec 8</td>
<td>Call Letter to SSF Budget Holders for 2017 – 2018 Program Plan and Budget Addendum request</td>
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<tr>
<td>Dec 5 – Dec 9 (Finals)</td>
<td>No Meeting. Departments submit budget requests and addendum to VCSA Office</td>
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<td>Dec 10 – Jan 8</td>
<td>Winter Break, No Meeting</td>
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<td>Jan 25</td>
<td><strong>SSFAC Meeting:</strong> Jim’s Priority Presentation &amp; Review and Distribution of Budget Requests to Subcommittees &lt;br&gt;Meeting Location &amp; Time: HUB Room 367 (3:00 – 5:00 PM)</td>
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<tr>
<td>Jan 27 – Jan 29</td>
<td>UCSC CSF Meeting</td>
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<td>Feb 01</td>
<td><strong>SSFAC Meeting:</strong> Dept. Heads for Subcommittee A present with Q&amp;A. &lt;br&gt;Meeting Location &amp; Time: HUB Room 367 (3:00 – 5:00 PM) &lt;br&gt;- 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.</td>
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<tr>
<td>Feb 08</td>
<td><strong>SSFAC Meeting:</strong> Dept. Heads for Subcommittee B present with Q&amp;A. &lt;br&gt;Meeting Location &amp; Time: HUB Room 260 (3:00 – 5:00 PM) &lt;br&gt;- 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.</td>
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<td>Feb 22</td>
<td><strong>SSFAC Meeting:</strong> Dept. Heads for Subcommittee C present with Q&amp;A. &lt;br&gt;Meeting Location &amp; Time: HUB Room 268 (3:00 – 5:00 PM) &lt;br&gt;- 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.</td>
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<td>Mar 01</td>
<td><strong>SSFAC Meeting:</strong> Dept. Heads for remainder of Subcommittee C present with Q&amp;A. &lt;br&gt;Meeting Location &amp; Time: HUB Room 260 (3:00 – 5:00 PM) &lt;br&gt;- 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.</td>
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<td>Mar 08</td>
<td><strong>SSFAC Meeting:</strong> Dept. Heads for Subcommittee D present with Q&amp;A. &lt;br&gt;Meeting Location &amp; Time: HUB Room 260 (3:00 – 5:00 PM) &lt;br&gt;- 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.</td>
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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.** Appeals from Department(s) due to VCSA Office

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 12
- **SSFAC Meeting:** Review all Subcommittee recommendations | Make Final Recommendations
  - Meeting Location & Time: HUB Room 379 (3:00 – 5:00 PM)

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 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
  - The Chair must contact ASUCR and GSA Presidents to discuss their recommendations to the committee for final vote

Apr 19 – Apr 26
- Recommendations & Appeal Process Information sent to department heads

Apr 26
- **SSFAC Meeting:** Review Bylaw changes, reaffirm returning committee members.
  - Meeting Location & Time: HUB Room 260 (3:00 – 5:00 PM)
  - The Committee meets as a whole to discuss final recommendations for each individual department. Each line item is voted upon.

May 03
- **SSFAC Meeting:** Department Heads present appeals, review appeals, make final recommendations
  - 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 10
- **SSFAC Meeting:** Review applications and recommendations with the committee and vote for Memberships
  - Meeting Location & Time: HUB Room 260 (3:00 – 5:00 PM)
  - The Committee will set up a criteria based on a general consensus
  - The Committee will narrow the applications based on the general consensus
  - The Committee will then vote on the applicant(s)

May 17
- **SSFAC Meeting:** Final business, review, and finalize Bylaw changes (final vote).
  - Meeting Location & Time: HUB Room 260 (3:00 – 5:00 PM)

May 17 – May 24
- Letter to the Chancellor with final recommendations & Bylaw Changes

May 24
- **SSFAC Meeting:** Final business and Luncheon
  - Meeting Location & Time: HUB Room 260 (3:00 – 5:00 PM)