

2018 - 2019 Student Services Fee Advisory Committee
For 2019 - 2020 Budget Year
Planning Calendar

Sept 24	Beginning of Fall Quarter
Sep 27 (Week 0)	First Day of Instruction for Fall Quarter
Oct 23 (Week 4)	SSFAC Meeting: Committee Introductions, Responsibilities & Roles Discussion, Subcommittee Discussion, Bylaws Update, Vice-Chair Discussion (Requirements, Questions, & Nominations) <i>Meeting Location & Time: HUB Room 260 2:10 PM – 4:00 PM</i>
Nov 06 (Week 6)	SSFAC Meeting: Election of Vice-Chair, Call Letter and Narrative Review, Bylaw Update <i>Meeting Location & Time: HUB Room 269 2:10 PM – 4:00 PM</i>
Nov 27 (Week 9)	SSFAC Meeting: Bylaw Update, Subcommittee Assignments and Presentation by Vice Chancellor for Student Affairs, Dr. Brian Haynes <i>Meeting Location & Time: HUB Room 379 2:10 PM – 4:00 PM</i>
Nov 27 – Dec 15	Call Letter to SSF Budget Holders for 2018 – 2019 Program Plan and Budget Addendum Request
Dec 8 – Dec 14 (Finals)	No Meeting, Departments submit budget requests and addendum to VCSA Office
Dec 15 – Jan 06	Winter Break, No Meeting
Jan 02	Beginning of Winter Quarter
Jan 07 (Week 1)	First Day of Instruction for Winter Quarter
Jan 08 (Week 1)	SSFAC Meeting: Budget Overview of Requests, Review Subcommittee Assignments, Discussion of Standardized Subcommittee Questions to Departments <i>Meeting Location & Time: HUB Room 367 2:10 PM – 4:00 PM</i>
Jan 15 (Week 2)	SSFAC Meeting: Department Heads for Subcommittee D&B Present with Q&A <i>Meeting Location & Time: HUB Room 367 2:10 PM – 4:00 PM</i>
Jan 22 (Week 3)	SSFAC Meeting: Department Heads for Subcommittee B&C Present with Q&A <i>Meeting Location & Time: HUB Room 367 2:10 PM – 4:00 PM</i>
Jan 29 (Week 4)	SSFAC Meeting: Department Heads for Subcommittee C&D Present with Q&A <i>Meeting Location & Time: HUB Room 260 2:10 PM – 4:00 PM</i>
Feb 05 (Week 5)	SSFAC Meeting: Subcommittee B, C, & D Discussion and Recommendations <i>Meeting Location & Time: HUB Room 367 2:10 PM – 3:50 PM</i>
Feb 12 (Week 6)	SSFAC Meeting: Reaffirm Returning Committee Members for 2019 – 2020, SSFAC Application Discussion, Make Final Recommendations, VCSA Presentation <i>Meeting Location & Time: HUB Room 260 2:10 PM – 4:00 PM</i>
Feb 14 – Mar 5	SSFAC Call for Applications and Review of Applications with ASUCR President and GSA President - Applications for SSFAC open from February 14, 2019 to March 3, 2019 - Chair Review with ASUCR & GSA President from March 3, 2019 to March 5, 2019
Feb 19 (Week 7)	SSFAC Meeting: Discussion on Shared Understanding of SSF Guidelines and Principles & Bylaw Review <i>Meeting Location & Time: HUB Room 260 2:10 PM – 4:00 PM</i>
Feb 26 (Week 8)	SSFAC Meeting: Review & Vote on Bylaw Changes <i>Meeting Location & Time: HUB Room 367 2:10 PM – 4:00 PM</i>
Mar 05 (Week 9)	SSFAC Meeting: Vote on Bylaw Changes, Discussion on Shared Understanding of SSF Guidelines and Principles <i>Meeting Location & Time: HUB Room 367 2:10 PM – 4:00 PM</i>

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Mar 12 (Week 10)	No Meeting
Mar 16 – Mar 22 (Finals)	No Meeting
Mar 25 – Mar 29	Spring Break, No Meeting
Mar 27	Beginning of Spring Quarter
Apr 01 (Week 1)	First Day of Instruction for Spring Quarter
Apr 02 (Week 1)	SSFAC Meeting: Discussion on Shared Understanding of SSF Guidelines, Zero-Based Budgeting, SSF Analysis Report, and Application Update <i>Meeting Location & Time: HUB Room 367 2:10 PM – 4:00 PM</i>
Apr 09 (Week 2)	Meeting Cancelled
Apr 16 (Week 3)	SSFAC Meeting: Discussion on Shared Understanding of SSF Guidelines and Principles, Discussion on Remaining FY 2019-2020 SSFAC Funds, and Review SSFAC Applications and Vote for Membership <i>Meeting Location & Time: HUB Room 367 2:10 PM – 4:00 PM</i>
Apr 23 (Week 4)	Meeting Cancelled
Apr 30 (Week 5)	Meeting Cancelled
May 14 (Week 7)	SSFAC Meeting: Discussion on Shared Understanding of SSF Guidelines and Principles and Letter to the Chancellor / Chancellor’s Designee with Final Recommendations & Bylaw Changes <i>Meeting Location & Time: Hinderaker Hall B154 2:10 PM – 4:00 PM</i>
May 13 – May 17	Letter to the Chancellor / Chancellor’s Designee with Final Recommendations & Bylaw Changes
May 21 (Week 8)	SSFAC Meeting (Tentative) <i>Meeting Location & Time: Hinderaker Hall B154 2:10 PM – 4:00 PM</i>
May 22 (Week 8)	SSFAC Meeting: Final Business, Luncheon, New Committee Member Introductions <i>Meeting Location & Time: Student Services Building 3201 12:00 PM – 2:00 PM</i>