

2021 - 2022 Student Services Fee Advisory Committee
For 2022 - 2023 Budget Year
Planning Calendar

Sep 20	Beginning of Fall Quarter
Sept 23 (Week 0)	First Day of Instruction for Fall Quarter
Sept 27 (Week 1)	No Meeting
Oct 5 (Week 2)	SSFAC Meeting: Review SSFAC Administrative Procedures <i>Meeting Location & Time: Zoom meeting 3-5PM</i>
Oct 12 (Week 3)	SSFAC Meeting: Vice-Chair Discussion (Nominations and Questions) <i>Meeting Location & Time: Zoom meeting 3-5PM</i>
Oct 19 (Week 4)	No Meeting
Oct 26 (Week 5)	SSFAC Meeting: Vice-Chair Interviews and Voting <i>Meeting Location & Time: Zoom meeting 3-5PM</i>
Nov 2 (Week 6)	No Meeting
Nov 9 (Week 7)	SSFAC Meeting: Bylaw Review and Update Discussion <i>Meeting Location & Time: Zoom meeting 3-5PM</i>
Nov 16 (Week 8)	No Meeting
Nov 23-Dec 10 (Week 9)	Call Letter to SSF Budget Holders for 2021 – 2022 Program Plan and Un-meet Need Request
Dec 4 – Dec 10 (Finals)	No Meeting , Departments submit budget requests to VCSA Office
Dec 23 – Dec 31	Winter Break, No Meeting
Jan 03	Beginning of Winter Quarter
Jan 04 (Week 1)	First Day of Instruction for Winter Quarter
Meetings below are tentative and based on status of budget call	
Jan 11 (Week 2)	SSFAC Meeting: Budget Overview of Requests, Review Subcommittee Assignments, Discussion of standardized subcommittee questions to departments <i>Meeting Location & Time: Zoom meeting 3-5PM</i>
Jan 18 (Week 3)	No Meeting
Jan 25 (Week 4)	SSFAC Meeting: Dept. Heads for Subcommittee A present with Q&A. 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. <i>Meeting Location & Time: Zoom meeting 3-5PM</i>
Feb 01 (Week 5)	SSFAC Meeting: SSFAC Meeting: Dept. Heads for Subcommittee B present with Q&A. 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. <i>Meeting Location & Time: Zoom meeting 3-5PM</i>
Feb 08 (Week 6)	SSFAC Meeting: Dept. Heads for Subcommittee C present with Q&A. Dept. Heads 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. <i>Meeting Location & Time: Zoom meeting 3-5PM</i>

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Feb 15 (Week 7)	SSFAC Meeting: Subcommittee A & B discussions and recommendations Subcommittee A & B report back on any follow up and discuss the line items and their recommendations <i>Meeting Location & Time: Zoom meeting 3-5PM</i>
Feb 22 (Week 8)	SSFAC Meeting: Subcommittee C discussions and recommendations Subcommittee C report back on any follow up and discuss the line items and their recommendations <i>Meeting Location & Time: Zoom meeting</i>
Mar 01 (Week 9)	SSFAC Meeting: Review all Subcommittee recommendations Discussion 1 Make Final Recommendations <i>Meeting Location & Time: Zoom meeting 3-5PM</i>
Mar 08 (Week 10)	SSFAC Meeting: Review all Subcommittee recommendations Discussion 2 Make Final Recommendations <i>Meeting Location & Time: Zoom meeting 3-5PM</i>
Mar 12 – Mar 18 (Finals)	No Meeting
Mar 21 – Mar 25	Spring Break, No Meeting
Mar 23	Beginning of Spring Quarter
Mar 29 (Week 1)	First Day of Instruction for Spring Quarter
Apr 05-Apr 16	SSFAC Call for applications and review of applicants with ASUCR and GSA Presidents <ul style="list-style-type: none">• Mass emails will be sent for a call for SSFAC applications from the Undergraduate and Graduate Student Body• The Chair must contact ASUCR and GSA Presidents to discuss their recommendations to the committee for final vote
Apr 12 (Week 3)	SSFAC Meeting: SSFAC Application Process Update, Reaffirm returning committee members, CFAO Update <i>Meeting Location & Time: Zoom meeting 3-5PM</i>
Apr 19 (Week 4)	No Meeting
Apr 26 (Week 5)	SSFAC Meeting: Chair Election Discussion, SSFAC Application Update <i>Meeting Location & Time: Zoom meeting 3-5PM</i>
May 03 (Week 6)	SSFAC Meeting: Finalize Nominations and Questions for Chair Election <i>Meeting Location & Time: Zoom meeting 3-5PM </i>
May 10 (Week 7)	SSFAC Meeting: Review Submitted Applications, Vote for New Committee Members, Discussion of Year-End Committee Report and Chair Election <i>Meeting Location & Time: Zoom meeting 3-5PM</i>
May 17 (Week 8)	Letter to the Chancellor / Chancellor's Designee with Final Recommendations & Bylaw Changes
May 24 (Week 9)	SSFAC Meeting: New Member Introductions, Year End Closing Remarks <i>Meeting Location & Time: TBD 3-5PM</i>