

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

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| 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: Call Letter Discussion and Narrative Review (If Needed), 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: Subcommittee B, C, & D Discussion and Recommendations (Tentative), 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: Review Applications and Recommendations with the Committee and Vote for Memberships <i>Meeting Location & Time: HUB Room 367 2:10 PM – 4:00 PM</i> |
| Mar 12 (Week 10) | No Meeting |

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| 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, and SSF Analysis Report <i>Meeting Location & Time: HUB Room 367 2:10 PM – 4:00 PM</i> |
| Apr 09 (Week 2) | SSFAC Meeting: Discussion on Shared Understanding of SSF Guidelines, Zero-Based Budgeting, and SSF Analysis Report (Tentative) <i>Meeting Location & Time: HUB Room 367 2:10 PM – 4:00 PM</i> |
| Apr 10 – Apr 17 | Letter to the Chancellor / Chancellor’s Designee with Final Recommendations & Bylaw Changes |
| Apr 16 (Week 3) | SSFAC Meeting: Finalizing Shared Understanding of SSF Guidelines, SSF Analysis Report, and Zero-Based Budgeting Strategies <i>Meeting Location & Time: HUB Room 367 2:10 PM – 4:00 PM</i> |
| Apr 23 (Week 4) | SSFAC Meeting: Final Business & Luncheon <i>Meeting Location & Time: HUB Room 367 2:10 PM – 4:00 PM</i> |
| Apr 30 (Week 5) | SSFAC Meeting: (Tentative) <i>Meeting Location & Time: HUB Room 367 2:10 PM – 4:00 PM</i> |

Note: Planning Calendar is subject to change