

2022 - 2023 Student Services Fee Advisory Committee
For 2023 - 2024 Budget Year
Planning Calendar

Sep 19	Beginning of Fall Quarter
Sept 22 (Week 0)	First Day of Instruction for Fall Quarter
Sept 27 (Week 1)	No Meeting
Oct 4 (Week 2)	No Meeting - Cancelled
Oct 11 (Week 3)	SSFAC Meeting: SSFAC Administrative procedures Review <i>Meeting Location & Time: Zoom meeting 2-4PM</i>
Oct 18 (Week 4)	SSFAC Meeting: Vice-Chair Discussion (Nominations and Questions), FP&A Presentation <i>Meeting Location & Time: Zoom meeting 2-4PM</i>
Oct 25 (Week 5)	No Meeting
Nov 1 (Week 6)	SSFAC Meeting: Vice-Chair Interviews and Voting <i>Meeting Location & Time: Zoom meeting 2-4PM</i>
Nov 8 (Week 7)	No Meeting - Cancelled
Nov 15 (Week 8)	SSFAC Meeting: Budget Call Process Discussion, SSFAC Funding Presentation <i>Meeting Location & Time: Zoom meeting 2-4PM</i>
Nov 22-Dec 10 (Week 9)	Call Letter to SSF Budget Holders for 2023 – 2024 Program Plan and Un-meet Need Request
Dec 3 – Dec 9 (Finals)	No Meeting
Dec 10 – Jan 2	Winter Break, No Meeting
Jan 04	Beginning of Winter Quarter
Jan 09 (Week 1)	First Day of Instruction for Winter Quarter
Jan 10 (Week 2)	SSFAC Meeting: Budget Overview of Requests, Review Subcommittee Assignments, Discussion of standardized subcommittee questions to departments <i>Meeting Location & Time: Zoom meeting 2-4PM</i>
Jan 17 (Week 3)	SSFAC Meeting: Review Subcommittee Assignments, Discussion of subcommittee questions to departments
Jan 24 (Week 4)	SSFAC Meeting: Dept. Heads for Subcommittee 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 2-4PM</i>
Jan 31 (Week 5)	SSFAC Meeting: SSFAC Meeting: Dept. Heads for Subcommittee 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 2-4PM</i>
Feb 07 (Week 6)	SSFAC Meeting: Dept. Heads for Subcommittee A, B, C & D 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 2-4PM</i>
Feb 14 (Week 7)	SSFAC Meeting: Dept. Heads for Subcommittee B, C & D present with Q&A.

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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.
Meeting Location & Time: Zoom meeting 2-4PM

Feb 21 (Week 8) **SSFAC Meeting:** Dept. Heads for Subcommittee A, B, C & D 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. Reaffirm returning committee members.
Meeting Location & Time: Zoom meeting 2-4PM

Feb 28 (Week 9) **SSFAC Meeting:** Dept. Heads for Subcommittee D present with Q&A. VCSA Update, SSFAC Student Application Discussion
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. SSFAC Application Discussion
Meeting Location & Time: TBD 2-4PM

SSFAC Call for applications and review of applicants with ASUCR and GSA Presidents

- 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

Mar 07 (Week 10) **SSFAC Meeting:** Subcommittee Recommendations Discussion 1
Meeting Location & Time: TBD 2-4PM

Mar 12 – Mar 18 (Finals) **No Meeting**

Mar 21 – Mar 25 **Spring Break, No Meeting**

Mar 23 Beginning of Spring Quarter

Mar 28 (Week 1) First Day of Instruction for Spring Quarter

Apr 04 (Week 2) **SSFAC Meeting:**

Apr 11 (Week 3) **SSFAC Meeting:** Subcommittee Recommendations Discussion 2
Meeting Location & Time: TBD 2-4PM

Apr 18 (Week 4) **SSFAC Meeting:** Committee Recommendations Final Discussion 3 / Chair Election Discussion
Meeting Location & Time: TBD 2-4PM

Apr 25 (Week 5) **SSFAC Meeting:** Committee Recommendations Final Discussion 4
Meeting Location & Time: TBD 2-4PM

May 02 (Week 6) **SSFAC Meeting:** Bylaw review and update discussion

May 09 (Week 7) **SSFAC Meeting:** Review Submitted Applications, Vote for New Committee Members, VCSA Update, Finalize Chair Election
Meeting Location & Time: TBD 2-4PM

May 16 (Week 8) **SSFAC Meeting:** Finalize Bylaw Discussion, Year End Report Discussion, Chair Election
Meeting Location & Time: TBD 2-4PM

Letter to the Chancellor / Chancellor’s Designee with Final Recommendations & Bylaw Changes

May 23 (Week 9) **SSFAC Meeting:** Luncheon, New Member Introductions, Year End Closing Remarks
Meeting Location & Time: TBD 2-4PM