

Chancellor's Student Services Fee Advisory Committee Process and Timeline

Meeting #1: November/December

- A. Introductions
- B. Overview and orientation
- C. Review overall status of the fund
- D. Revise directors' budget request letter
- E. Establish a single budget submission date for the middle of February

Director's letter goes out by mid-December

Committee to receive and review all proposals by mid to late February

Meeting #2: late February

- A. Detailed explanation of the Student Services Fee Fund Analysis
- B. Projections for year end balances
- C. Decide which units will be asked to present in person to the committee (members must read budget requests prior to this meeting)

Meeting #3: early March

Budget Presentations

Meeting #4: early March

Budget Presentations (if necessary)

Meeting #5: mid-March

- A. Conclude budget presentations with Student Health Service
- B. Discuss decision-making process and any revisions to the fund analysis and budget updates

Meeting #6 late March / early April

Discussion and recommendations (preliminary or final)

Meeting #7: (if necessary) mid-April

- A. Recommendations (final if needed)
- B. Wrap-up

Recommendation letter sent to the Chancellor

Chancellor reviews recommendations and lets committee and units know what is approved