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