

# COSAF Subcommittees

4-5 COSAF members per committee

Subcommittee	Subcommittee Mission	Council Goal	How Council Goal is Achieved
<b>Student Services Fee</b>	<ul style="list-style-type: none"> <li>Become familiar with Student Services Fee guidelines as outlined by UC Regents.</li> <li>Apply this knowledge while reviewing budget and programming data provided by each Student Services Fee recipient on campus.</li> <li>Rank a top 5 list of departments to present to the Council in Spring quarter.</li> </ul>	<ul style="list-style-type: none"> <li>Council provides written comments on each of the 5 presentations, with recommendations to the VC of Student Affairs and VC of Finance, Operations &amp; Administration.</li> </ul>	<ul style="list-style-type: none"> <li>Subcommittee meets regularly during Fall quarter plus 2 meetings in Winter quarter to review Student Services Fee templates.</li> <li>Subcommittee sends follow-up questions to the departments, if needed.</li> <li>Subcommittee reviews department responses and chooses 5 departments to present to COSAF. Presentations are scheduled over 2 meetings in the Spring quarter.</li> <li>Following the presentations, written comments are gathered by the Council and presented in the year-end COSAF Annual Report.</li> </ul>
<b>Student Programming Fund</b>	<ul style="list-style-type: none"> <li>Become familiar with the current Student Programming Fund top 4 priorities for funding.</li> <li>After application closing dates of <b>September 13</b> and <b>February 6</b>, review all applications and establish the top applicants for presentations in Winter and Spring quarters.</li> <li>Deliberate and finalize approved funding.</li> <li>If needed, make recommendations to update the 4 priorities for the following year.</li> </ul>	<ul style="list-style-type: none"> <li>Listen to applicant presentations, asking additional questions as needed to better understand the program/event purpose.</li> <li>Provide recommendations to the Subcommittee via on-line survey.</li> </ul>	<ul style="list-style-type: none"> <li>Subcommittee meets 2-3 times in Fall quarter, plus 1 meeting in Winter and 1 in Spring.</li> <li>Determine if applicants can move forward with presentations based on meeting the 4 priorities.</li> <li>Subcommittee makes announcement to the Council of the recommended qualified applicants to give presentations.</li> <li>Presentations are scheduled during Winter and Spring quarters</li> <li>Council views presentations and provides feedback to Subcommittee using via on-line survey. Priority ranking and comments.</li> <li>Subcommittee reviews all feedback and approves final funding amounts.</li> <li>Results are announced to the Council at the last COSAF meeting in late April.</li> <li>Results are recorded in the year-end COSAF Annual Report.</li> </ul>
<b>Student Development Fund &amp; Dean Witter Fund</b>	<ul style="list-style-type: none"> <li>Meet regularly to review applications as they come in throughout the year and deliberate an approval or denial, based on guideline criteria.</li> <li>Enter results on MS Teams.</li> <li>Report a brief summary of application status at Council meetings throughout the year.</li> </ul>	<p>Listen to Subcommittee updates at Council meetings and provide any feedback or ask questions when appropriate.</p>	<ul style="list-style-type: none"> <li>Subcommittee meets every 2 weeks to review and deliberate on recent applications.</li> <li>A designated Subcommittee member will post the results (approval/denial) in MS Teams.</li> <li>Divisional Resources Finance team will communicate final results to the applicant and process reimbursement to applicants.</li> <li>COSAF administrative staff will log results for each application on the COSAF website under Action Items.</li> </ul>