Jennifer Serratt
Assistant to the President

2017-18 Work Plan

**Student Learning:** *A commitment to provide a holistic education that develops curiosity, inquiry, and empowered learners*

- Provide positive assistance and encouragement when interacting with students.
- Support the President and the work of the management team in advancing the Strategic Direction related to Student Learning.

**Student Progression & Completion:** *A commitment to eliminate barriers that cause students difficulties in completed their educational goals*

- Provide accurate information and direction to students. Keep current with the processes of student matriculation and other services to be able to provide accurate information to students and the community.
- Provide support to the President and student success strategies of the management team, to meaningfully facilitate the work on Student Progression and Completion.

**Facilities:** *A commitment to improve the maintenance of and secure funding for college facilities, technology, and infrastructure for the next thirty years*

- Provide input on the facility and technology needs of the executive offices and the college as a whole.
- Provide support to the President on the work related to the Facilities Master Plan and Measure J.

**Oversight & Accountability:** *A commitment to improve oversight, accountability, sustainability and transparency in all college processes*

- Provide support and coordination for campus-wide governance committees, college council and other leadership groups on campus.
  For example:
  - Coordinate the planning and preparation for annual events such as Opening/Closing Days, and Commencement
  - Communicate information and post materials for College Council, President’s Cabinet, and Administrative Council accurately and timely
  - Communicate pertinent information to Executive Office staff and other groups as appropriate

**Leadership & Engagement:** *A commitment to build leadership within the College and engagement with the community*

- Anticipate issues and provide support and guidance to the President and College leadership.
  For example:
  - Engage professionally and authentically with employees, students and community
  - Encourage others and participate in professional development opportunities on campus
  - Coordinate the leadership and engagement of Executive Office staff through regular meetings.