Date: April 26, 2011
To: President Satish K. Tripathi
From: The Professional Staff Senate (PSS)
Re: Executive Summary

The Professional Staff Senate extends our sincere welcome and congratulations on being selected to serve as President of the University at Buffalo! We would like to extend an invitation toward building a stronger connection between your office and the PSS organization. With that, we’d like to update you about PSS.

Who we are

- PSS represents 2,500 professional employees working in all entities throughout three vibrant campuses.
- We are supported by a variety of sources: State, UBF, RF, PEF and Campus Dining and Shops.
- We are educated professional employees whose credentials include graduate and terminal degrees.
- We are actively involved in the University, SUNY, and the State of New York governance through our support for UB2020, and other initiatives.
- We are students, alumni, voters, donors, and parents of students, as well as community members. We are UB Believers!

Who our partners are

- We work closely with the UB administration towards common goals.
- We serve on key university committees and support the academic mission.
- We partner with Human Resources and seek additional strategic partnerships with others such as the Faculty Senate, Alumni Relations etc.
- We collaborate with University initiatives such as UB’s Master Plan, Great Places to Work, Wellness and Work life Balance.

The Areas of PSS which Support Students & Faculty in pursuit of Academic Excellence

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<th>Admissions</th>
<th>Academic Advisement</th>
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<td>Campus Living</td>
<td>Career Services</td>
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<td>Center for the Arts - Theater and dance</td>
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<td>Medicine</td>
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<td>Student Affairs</td>
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<td>Student Response Center</td>
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<td>University Communications</td>
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What we do

We are strong advocates for the interests of professional staff:

- We continually lobby the University to further promote employee engagement through professional development, leadership development, cultural learning initiatives as well as policy implementation and reform.
- We provide forums for networking opportunities for our professionals through regular monthly general membership meetings, Area meetings, PSS committee events and PSS hosted events.
- We connect with our membership through the PSS Website, the PSS listserv, and FaceBook.

We are involved in active and important committees:

- **Awards Committee** selects and honors awardees of the prestigious SUNY Chancellor’s Award for Excellence in Professional Service and the PSS Excellence in Service Award.
- **Diversity Committee** cultivates, celebrates, respects and educates the university community about diversity.
- **Marketing and Communications Committee** provides the PSS branding and consistent messaging as well as supports committee efforts.
- **Policy and Governance Committee** researches policies that govern university matters, reviews proposed changes to existing policies, as well as develops new policies impacting professional staff and the university community at large.
- **Staff Development and Services Committee** works actively to identify and provide programming and skills development needs.
- **Mentoring Committee** actively engages in new ways to develop, educate and support existing and new professionals.
- **Welcome Committee** provides an opportunity for officers and senators to meet new staff and introduce them to the senate as well as meet with the university President.
- **Greener Shade of Blue and You** (ad hoc committee) supports the commitment to climate neutrality at work and at home.

Our Goals and Strategic direction for 2011-2012

- The PSS officer’s goal is to increase the attendance and active membership of General Membership meetings by offering educational presentations and encouraging collegiality.
- The Mentoring committee will design, develop and offer an employee skills mentoring program which will include hosting 6 skills development training sessions for up to 300 professionals as well as establishing a buddy/mentoring program for 50% of the new or transferring professionals.
- The Diversity committee will host content based diversity programming for up to 100 professionals and host celebratory campus events for up to 200 professionals.
- The Staff Development committee will host a bi-Annual training and development event in Spring 2012 supporting over 150 professionals in addition to brown bag lunch workshops benefitting over 200 professionals.
- PSS Senators will host area update meetings, reaching out to at least 300 professionals
- PSS aims to align with the goals of UB by fostering a stronger relationship with the President, Provost and other senior administrators.
- To explore and cultivate efficiencies through methodologies such as Six Sigma.
- To continue to communicate, address and respond to campus governance issues.
- To develop and implement a PSS recognition program which promotes the talents of our professional members.

Again, on behalf of all the Professional Staff on campus, we express our congratulations at being chosen to serve as UB’s 15th President. We look forward to working and partnering with you during the upcoming years.

The Professional Staff Senate