With the holidays around the corner, staff members have been busy wrapping up the semester, wrapping presents—and giving back in the community. By donating our time, money and talents, our staff has found many ways to spread holiday cheer this season.

Things began before Thanksgiving with the launch of UB’s 2015 Campaign for the Community. For the seventh consecutive year, the School of Management met its goal, raising more than $46,880 this year. If you haven’t yet responded, you can visit buffalo.edu/ubcares/sefa before the campaign ends Friday.

“Thank you to all faculty and staff who have responded to the Campaign for the Community,” says Hailley MacDonald, the school’s campaign liaison. “Your donations benefit hundreds of agencies throughout our region and mean so much to countless members of our community.”

Also this fall, Jaimie Falzarano, senior associate director of graduate programs, served on the planning committee for the YMCA Turkey Trot, an annual Thanksgiving tradition for thousands of Western New Yorkers that supports YMCA programs during the year. Jaimie has helped organize the event for nearly 15 years.

The annual Giving Tree program also launched before Thanksgiving. Led by GPO staff member Julie LoTempio and students from the Graduate Management Association, the program adopted six families through Child and Family Services, one of Buffalo’s oldest human service agencies, and Gerard Place, which provides support and transitional housing for single-parent families struggling with homelessness, poverty or domestic or substance abuse. This year, management faculty, staff and students—as well as others at UB who walk through Jacobs Management Center—donated about 75 gifts.

The generosity hasn’t stopped there this holiday season. One group in the school, in lieu of exchanging gifts with each other, adopted a family through the Joan A. Male Family Support Center, buying household goods,
Kevin Manne, assistant director of communications, was named president of the Public Relations Society of America (PRSA) Buffalo Niagara chapter at PRSA’s annual meeting in November.

The organization provides professional development and networking opportunities to more than 170 public relations professionals throughout Western New York, including entry- and senior-level practitioners in a variety of industries.

Kevin has been a PRSA member since 2009. His one-year term as president will begin in January.

Coffee Break with Cindy DeGeorge

By Mary Dahl

The Center for Executive Development (CED) serves a unique, nontraditional student population within the School of Management. One conversation with Cindy DeGeorge reveals the commitment and personalized attention the staff dedicates to help ambitious professionals reach their goals.

As coordinator of student initiatives for CED, Cindy describes herself as the person in the department who knows “a little bit about a lot of stuff.” “When in doubt, ask Cindy,” she says. If she doesn’t know the answer, she’ll do her best to find someone who does. Cindy’s main responsibility is course selection and registration for the Executive and Professional MBA programs. She also oversees student retention, tracking students’ progress and ensuring they’re on track for graduation.

With more than 200 PMBA and 60 EMBA students, Cindy also addresses the personal and professional issues that require students to speed up, slow down or temporarily leave their program, since many receive promotions, change jobs or relocate while earning their degree. Cindy works directly with Courtney Walsh, assistant dean of executive education, to determine the best course of action in these situations.

Cindy joined the school 10 years ago, after leaving her position as billing clerk at Children’s Hospital to accept a temporary position during Joanna Olkowski’s maternity leave. “I knew I was taking a real risk leaving behind seniority and benefits, but it sounded like a great opportunity,” she says. “I have never regretted my decision.”

Her position became permanent, Joanna returned and they now work in tandem to meet students’ academic needs. Cindy stresses there is little down time in their office and the staff collaborates to create a smooth operation.

Cindy’s grandchildren, Tatum and Joey, are the lights of her life. She cherishes her time with them through sleepovers, tea parties, playground trips and classroom visits to read. “Being a grandparent is the best!” she says. Cindy also loves to travel; she’s visited Jamaica, Riviera Maya and St. Lucia, with a trip to Siesta Key planned this spring. Her excursions are low key; sunshine, a lounge chair, fruity drink and her significant other, Jack, are all she needs.

Giving back (continued from page 1)

One staffer adopted two residents at Father Baker Manor, while another worked with his former colleagues to support those affected by recent flooding in Chennai, India. Meanwhile, others sent cards to Safyre, volunteered at church and donated to community organizations, including the American Cancer Society.

If you’re still looking for ways to get involved, a donation box is set up in 160 Jacobs to support needs in Belize, where UB School of Nursing students will be traveling this winter.
Tech Tips

Internal Resources
By Denise Adamski

Did you know there’s a place on our website with resources for staff? It’s called Internal Resources and can found via a link at the bottom of our homepage. In this section, you’ll find links to helpful tools, including directories, business forms and IT and communication resources.

Under Directories and Safety, you will see all sorts of School of Management and UB directories, including faculty and staff, office and department, and PhD and student employee directories, as well as a photo directory of graduate students extending back to 1999 and the LDAP (UB’s online phone directory). There are also links to UB Human Resources and safety and weather alerts.

The business and teaching sections hold business forms and resources for faculty, including the virtual grading office, course catalog, UB Learns and more.

Within the IT resources section, you’ll find links to the UBIT sites for faculty and staff, UBIT alerts, the new UBIT Help Desk, the plasma TV announcement system and the IT service ticket request form. TV announcements allow you to promote upcoming events or welcome visitors on the TVs on the first floor of Alfiero and near the Jacobs mailroom.

The IT service ticket request form is a utility that we’d like faculty and staff to use, on top of phone and email, when requesting IT support. By completing this form, everyone in the IT department will see the service ticket and anyone can pick it up and assist you. You may submit issues with your email, computer, printer, telephone, files, accounts and more.

Finally, under Communication Tools, there are new video guidelines, PowerPoint templates, social media tips, editorial guidelines for writing for the Web, promotional tools and more.

Meet our newest staff member

Jennifer DePonceau joined the school in November as accounting manager in our Finance and Administration Department.

She’s responsible for managing the school’s IFR accounts, including maintaining allocations within SIRI, developing reports and overseeing policies and procedures. She also administers staff performance programs and evaluations and oversees accounts payable, purchasing and student payroll.

Jennifer comes to us from University Facilities, where she served as a supervisor in its Finance and Administration Department for 12 years. Before that, she spent nearly a decade in various roles at Delaware North and says she enjoyed traveling throughout the U.S. for her work. Jennifer holds a bachelor’s degree from Empire State College.

In her free time, Jennifer sells up-cycled furniture and other items at her booth in the Sanborn Mill, and enjoys spending time with her husband, Dave, and their Shih Tzu, Luca.

Snow day?

While the weather outside may be less than frightful, Buffalonians know the next snowstorm is never far away.

In the event of a storm, check UB Alert, UB’s official crisis communication system. If campus is closed, UB Alert will send an email to all staff members, plus text messages and emails to alternate email addresses for those who have signed up. (To get additional notifications, visit emergency.buffalo.edu/sign_up.)

UB also announces closures via traditional media and on its homepage and social media channels, including Facebook and Twitter.

During closures, only essential employees who provide services related to the health and safety of students, faculty, staff and guests, as well as facility maintenance and security, are required to report to work. Supervisors determine and notify those employees who are considered essential to university operations. All others are expected to stay away from UB until conditions return to normal.

However, only the governor can officially declare UB closed and authorize employees to remain away from work without the use of leave credits. Therefore, during weather-related closures, employees must charge time not worked to vacation, personal leave, compensatory time or leave without pay, until the governor officially declares a campus closure later. Those without sufficient accruals may borrow from future accruals.

For more information, read these FAQs and talk with your supervisor.
Ever come to work dressed like your colleague? Jackie Ghosen and Hailley MacDonald have!

Cheryl Tubisz, Janet Kiefer and Sharon Cosentino celebrated with Professor Hodan Isse at her retirement party in December.

Connie Hanel, pictured center with several tutors, completed a great first semester for the Undergraduate Learning and Community Center.

The Center for Entrepreneurial Leadership Advisory Board and Center for Executive Development sponsored John Legend’s talk and performance in December, part of the UB Distinguished Speaker Series. Tom Ulbrich and Erin McGee, pictured at right, met the Grammy winner (center), along with members of the CEL Advisory Board.

Staff Snapshots

It’s been a busy semester in the School of Management. Enjoy these photos from the past couple months. And, as always, if you have pictures you’d like to share in a future newsletter, send them to mrbiddle@buffalo.edu.

Kirk Voskerichian: The Most Interesting Man in the school.

Seniors, I don’t always complete surveys, but

When I do, I complete Businessweek Surveys

Kirk Voskerichian: The Most Interesting Man in the school.
Happy Holidays!

Faculty and staff had a fun and festive time at this year's holiday party on Dec. 16. Thank you to Paul Tesluk, interim dean, for catering the party, and to Hailley MacDonald and the Strengthening Our Sense of Community committee for organizing another fantastic event for us. Have a great holiday season!