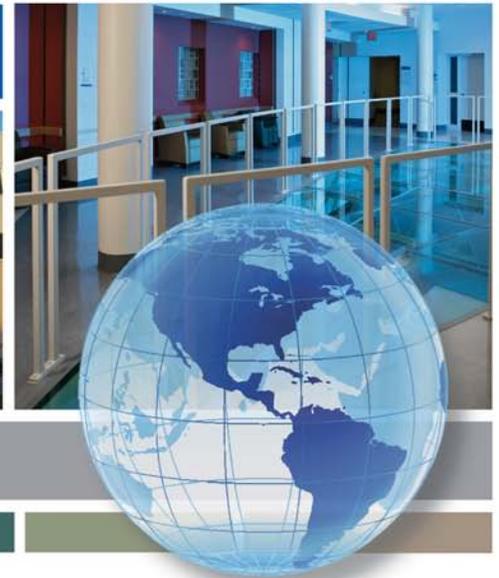


INSIDE MANAGEMENT



GLOBAL POSITIONING FOR A WORLD OF BUSINESS

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New HUB System Launch Underway

More aspects of the university's new HUB student information system are going live in March, with the entire system scheduled to be up and operational for the fall semester.

HUB was designed because UB's multiple systems for student services could not interact with each other, says Kate Ferguson, associate dean for academic programs in the School of Management. Ferguson has served on an advisory group for the Student Services Transformation project.

In addition, many of the older systems had become outdated and could not support new technology, preventing the university from meeting certain state and federal regulations.

The new HUB system, powered by Oracle's PeopleSoft, integrates nearly all aspects of students' lives at UB, including financial aid, academic advising, undergraduate admissions, biographical records and course registration. The only process that will not transfer to HUB is

graduate admissions, but once students are admitted, they will be added to HUB.

As with any new system, there are growing pains, Ferguson admits. "This is a huge transition for the entire university and of course it affects our staff," she says. "Some parts are definitely frustrating. For example, scheduling classes may be harder because there are tighter security measures in place. All we ask is that people do their best under the circumstances and trust it will get easier the more they use the system."

One aspect of the system that may take some getting used to is the new academic terminology. A student's major is now called a "plan." A concentration is a "sub-plan." Luckily, there is a handy [Glossary](#) of terms to help on the [HUB Training](#) website.

In addition, there is a [Help for Faculty and Staff](#) section on the HUB website with frequently asked questions and helpful tips.

Did You Know?

The School of Management has been accredited by AACSB for more than 80 years.

Tech Tips

By Julia Cohan

Looking for help?

The effort to “Go Green” has many software companies replacing paper manuals with online resources. This can also make it faster to find what you need, by searching directly for a specific answer.

But on those occasions when an online manual does not provide what you are looking for, there are other options. Interactive guides, free training and other tools are available for Microsoft Office 2007 applications at [this link](#). Check them out.

Make the most of your mouse

To fully use all the features on your mouse (especially the scroll wheel), look at the mouse tips in this article:

[Top 10 computer mouse tips everyone should know](#)

For example, did you know that if you hold the CTRL key while you scroll the mouse wheel on a webpage, you can enlarge or reduce the size of the page? Those of us who need larger font sizes will love this feature.

Download free books

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The database can be searched by author, title or subject. The site also lists the most popular titles. Downloads are free because the U.S. copyright on all these books has expired.

Happy reading!

Recognizing Your Co-Workers

By Jennifer Tsutsui

The Staff Recognition committee would like to remind everyone of the opportunities available to recognize their fellow employees.

The committee would like to highlight again some of the things available to you to help grow our appreciation for each other:

Thank you cards and candy rewards are available to send to an employee, colleague or supervisor to show your appreciation. Simply go to the reception area in 160 Jacobs, fill in the recipient's full name and place it in the collection box. These will be delivered by the Staff Recognition committee every Thursday. Each supervisor has pre-printed certificates

that can be given to staff members who go above and beyond their every day job requirements:

- “One Hour Time Off” passes can be given, enabling an employee to take an extended lunch, leave early or come in late as a reward for exemplary work.
- “Casual Reward” certificates grant permission to an employee to dress down on a specified day.

As always, we welcome any ideas you may have for appreciating your colleagues. Send them to Jennifer Tsutsui at jhv2@buffalo.edu.



Just for Fun...

The Red-Headed League: Cathy Wilde, assistant director of communications, Tom McArthur, associate director of alumni and external relations, and Kate Ferguson, associate dean for academic programs, are caught red-handed (or red-haired?) in the hallway one February morning.

Thank You

Although it will be several weeks before the final report is available, Dean Arjang Assad and Senior Associate Dean Brian Becker offer their sincere thanks to all the staff members who helped prepare for and who participated in the accreditation visit from AACSB. This was a very important event for the School of Management and everyone performed in an outstanding manner. Your commitment to the School of Management is greatly appreciated.

Calendar of Events

MARCH

March 2, [UB Distinguished Speaker Series: Jhumpa Lahiri](#)
8 p.m., Center for the Arts, North Campus. Sponsored by the UB Office of Special Events.

March 3, [Executive Speaker Series: Angela Bontempo, retired president and CEO of Saint Vincent Health System](#)
5 to 6 p.m., 205 Alfiero Center. Coordinated by the Graduate Programs Office.

March 4, [UB CareerFEST](#)
1:30 to 5 p.m., UB Alumni Arena, Triple Gym, North Campus.

March 5 and 6, [Free Tax Preparation](#) (for individuals and families with annual incomes below \$49,000)
10 a.m. to 4:30 p.m., 109 Allen, South Campus. Coordinated by Beta Alpha Psi.

March 11, [Q & A with Executives from Mentholatum](#)
10 a.m. to noon, 102 Alfiero Center. Coordinated by the Dr. Jain and the Graduate Programs Office.

March 14 to 18, Spring Recess

March 15, [Smart Business Practices Seminar: "Financial Statement for Dummies"](#)
7:30 to 9:30 a.m., 104 Alfiero. Presented by Professor Muriel Anderson. Meant for nonfinancial audience, to learn the basics of how to read and interpret corporate and nonprofit financial statements.

March 16, [MoneySkill Mania](#)
8:45 to noon, Center for the Arts Screening Room. Coordinated by the Office of Alumni and External Affairs

March 16, [Center for Entrepreneurial Leadership Alumni Association \(CELAA\) Expo](#)
3 to 8 p.m., Salvatore's, Depew. Coordinated by Center for Entrepreneurial Leadership

March 22, [MBA Country Forum: India](#)
6 to 7:30 p.m., 104 Alfiero. Coordinated by the Graduate Programs Office.

March 26, [Sneak Preview Weekend for MBA Class of 2013](#)
8 a.m. to 3 p.m., 102 Alfiero, Coordinated by the Graduate Programs Office.

March 26 and 27, [Free Tax Preparation](#) (for individuals and families with annual incomes below \$49,000)
10 a.m. to 4:30 p.m., 106 Jacobs (The John H. Shellum Room). Coordinated by Beta Alpha Psi.

APRIL

April 2 and 3, [Free Tax Preparation](#) (for individuals and families with annual incomes below \$49,000)
10 a.m. to 4:30 p.m., 106 Jacobs (The John H. Shellum Room). Coordinated by Beta Alpha Psi.

April 9 and 10, [Free Tax Preparation](#) (for individuals and families with annual incomes below \$49,000)
10 a.m. to 4:30 p.m., 106 Jacobs (The John H. Shellum Room). Coordinated by Beta Alpha Psi.

April 18, [Management Volunteer Program Awards Ceremony](#)
4 to 5 p.m., 106 Jacobs. Coordinated by the Career Resource Center.

April 28, [Mentholatum Case Presentation](#)
6 to 9 p.m., Center for Tomorrow. Coordinated by Dr. Jain and the Graduate Programs Office.

Check the "Events" tab on the School of Management's home page for more information.
UB Calendar of Events: <http://www.buffalo.edu/calendar/calendar>
Employee and Supervisor Development Opportunities: http://hr.buffalo.edu/files/phatfile/Training_Class_Alert.pdf

To submit information to the Inside Management calendar of events, contact Jill Phinney at jmp8@buffalo.edu.