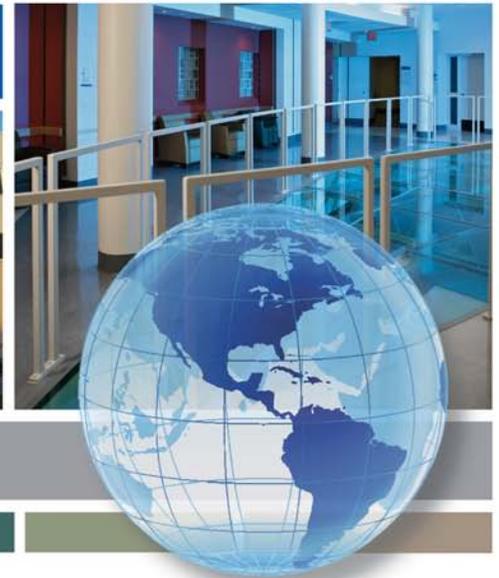


# INSIDE MANAGEMENT



GLOBAL POSITIONING FOR A WORLD OF BUSINESS

November 2010 | Volume 2 | Issue 3

## Volunteer Opportunities Abound for Staff

By Mary Dahl

The School of Management holds numerous events throughout the year for students, alumni, friends and business associates. At nearly all these events, there are opportunities for volunteering, such as setting up, greeting guests, working registration and other responsibilities. If you are interested in volunteering, consult the list below (and on page 2), organized by contact person, for more information.

**Contact: Hailey MacDonald**  
([haileym@buffalo.edu](mailto:haileym@buffalo.edu))

- **Alumni Golf Outing** – Annual alumni golf outing with proceeds benefiting School of Management students and programs.
- **Alumni Wine Tasting/Dinner** – Informative and fun evening of tasting award-winning wines with alumni and friends.
- **Boat Cruise** – Alumni and students enjoy an evening of great food, music and networking aboard the Miss Buffalo II.
- **Community Engagement Luncheon** (Biennial) – A luncheon and presentation to recognize the public service and community engagement of our faculty, staff and student clubs.
- **Dean's Reception** (Biennial) – A reception hosted by Dean Assad at his home to thank alumni and business partners whose engagement with the School of Management enhanced our academic programs, furthered our research efforts or supported our work in the community this past year.
- **Executive of the Year** – Annual awards banquet honoring our Executive of the Year and four achievement award winners for their outstanding service to the community, service to the School of Management, contributions to entrepreneurship and industry leadership.
- **Gerald S. Lippes Speaker Series** – Event focuses on current issues and topics related to business and finance. It is part of a larger effort to foster an integrated understanding of

the worlds of business and law and to encourage a collaborative dialogue between business and legal professionals. (Also contact: Julie Kurdziel, [jk46@buffalo.edu](mailto:jk46@buffalo.edu))

- **MoneySKILL Mania** – A financial literacy competition for Western New York high school students to get the word out about MoneySKILL to area high school teachers, principals and students; to encourage its use in the classroom and to reward students and teachers for their success with MoneySKILL.
- **MoneySKILL Teacher Reception** – A reception to recognize Western New York high school teachers who brought MoneySKILL to their classroom during the most recent academic year.

**Contact: Julie Kurdziel** ([jk46@buffalo.edu](mailto:jk46@buffalo.edu))

- **Executive Speaker Series** – Company executives are brought to campus to speak with MBA and MS students.
- **Commencement** – Held in May for both undergraduate and graduate students.

**Contact: Jill Phinney** ([imp8@buffalo.edu](mailto:imp8@buffalo.edu))

- **Case Competitions** – MBA teams present case study findings to a panel of judges for awards.
- **Country Forums** – MBA students provide backgrounds on their home countries.

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*Save the Date!*

Back by popular demand, the annual Holiday Office Crawl will be held December 21 from noon to 2 p.m.

## Tech Tips

By Julia Cohan

### Tech Tip 1: How to Sort E-Mail Messages

The headings above the list of e-mail messages in your Inbox can be used to group your mail messages when you need to review all messages about a particular subject or re-read some messages from one sender.

If you click on **From**, the messages are sorted alphabetically from A-Z. Click again and the sort order reverses from Z to A. Use this to group your messages by sender when you are looking for a message and cannot remember the date of the e-mail.

You can also click on **Subject** to group all messages about a particular subject. The sort column header will display a small triangle pointing up if the sort is ascending or down if the sort order is descending.

Click on **Received** to get back to your default view.

### Tech Tip 2: How to Make the Most of Google

This New York Times article has 10 ways to improve your Google searches and other handy tips. Did you know you can use Google search as a dictionary, a calculator or to check the current time in any location in the world? Check it out:

<http://www.nytimes.com/external/gigaom/2010/04/02/02gigaom-10-simple-google-search-tricks-58674.html?src=me&ref=technology>

## Spotlight on the Development Office

By Cathy Wilde

The School of Management's Development Office seeks to ensure private support for the School of Management.

Stephen Ebsary is the senior director of development and is responsible for the cultivation, solicitation and stewardship of major gift prospects and donors. Ebsary returned to UB after 12 years in financial services. In his previous roles at UB, he served as director of development for the School of Medicine and as director of planned giving for UB's central development office, where he initiated the university's first planned giving program.

Michael Marrone is associate vice president for international advancement and recently joined the School of Management's Development Office. He has been with UB for nine years in various development roles. In his new position, he works with the School of Management and both UB's Office of Alumni Relations and Office of International Studies and Programs to develop relationships with the university's international alumni that will lead to increased philanthropic support.

John Prizner joined the school as director of development in May. His role is to identify, cultivate and foster long-term relationships with

School of Management alumni and friends locally, regionally and nationally to secure major gifts in support of students, faculty, programs and capital initiatives.

Beth Ranney was recently promoted to the new role of development coordinator. She is responsible for writing proposals, solicitation letters and communication pieces, donor stewardship, coordination of special events and management of the school's annual programs solicitations. She has been at the school for five years.

Lynn Bartoszewicz is the Development Office's administrative assistant and has been at the School of Management for all of one month. Her responsibilities include travel arrangements, reimbursements, correspondence, contact reports and AWA reports. She has been at UB for 23 years and says she is enjoying her new responsibilities and her move to the North Campus.

Contact the Development Office at 645-3303 or [mgt-development@buffalo.edu](mailto:mgt-development@buffalo.edu).



**Clockwise from top left: John Prizner, Stephen Ebsary, Michael Marrone, Beth Ranney and Lynn Bartoszewicz.**

### Volunteer Opportunities (continued from page 1)

**Contact: Melissa Ruggiero** ([mrugg@buffalo.edu](mailto:mrugg@buffalo.edu))

- **Management Career Fair** – Employers come to campus and welcome School of Management students to talk about their internship and career opportunities.
- **Network Buffalo** – In collaboration with the School of Management Alumni Association, provides networking opportunities for students and alumni in Western New York. Typically held in February on the North campus.

**Contact: Jennifer Tsutsui** ([jhv2@buffalo.edu](mailto:jhv2@buffalo.edu))

- **MBA for a Day** – Event that brings prospective students onto campus to sit in on a class, meet with the CRC and eat lunch with our student ambassadors.

**Contact: Jaimie Falzarano** ([jtaylor3@buffalo.edu](mailto:jtaylor3@buffalo.edu))

- **MBA and MS Advantage** – Multiple days of team-building, professional development and personal skills assessment activities (SOMAA annual meeting is held in January during this event).

**Contact: Meghan Wood** ([mpwood@buffalo.edu](mailto:mpwood@buffalo.edu))

- **MBA Sneak Preview Weekend** – Accepted MBA students participate in a series of activities on a Friday and Saturday (typically in March).

**Contact: Carrie Gardner** ([cg53@buffalo.edu](mailto:cg53@buffalo.edu)) or **Mary Dahl** ([dahl@buffalo.edu](mailto:dahl@buffalo.edu))

- **CRC/CBIP Awards (Annual)** – Honors top employers, supervisors and students who participated in Credit Bearing Internship Program and top alumni and recruiters chosen by Career Resource Center.



## Strengthening Our Sense of Community

By Caitlin Logue

The Strengthen Our Sense of Community committee is conducting a **Holiday Donation Drive** from November 29 to December 17. We will be working up with the Graduate Management Association to support their *Toys for Tots* drive. More information will be sent by e-mail as the drive approaches.

This past July, four members of the School of Management community participated in the **Save a Life at Lunch** blood drive program. Roswell Park provides transportation to their hospital as well as a free lunch to anyone who participates. We are in the process of finalizing the dates but it will be the week of November 29. It would be wonderful if we could at least double the number of volunteers we had with our last run of the program.

For more information about either program, contact [Caitlin Logue](#).

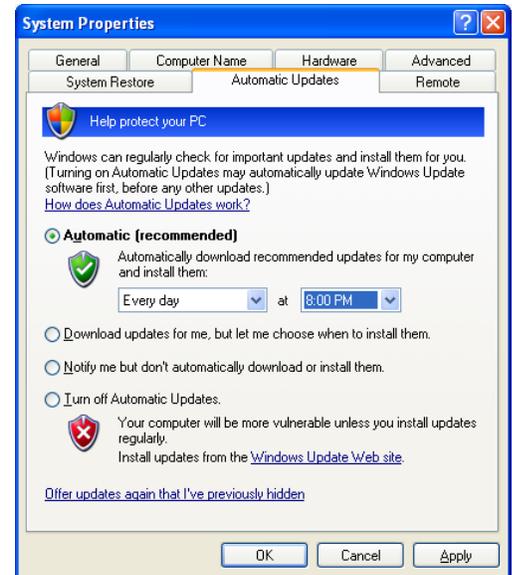
## Installing Windows Updates

By Julia Cohan

Windows Update ensures that your computer has the latest security patches and changes to your version of Windows. Safe computing starts with keeping your operating system up to date. This article includes instructions to set updates to run automatically. There are also instructions to initiate updates on-demand.

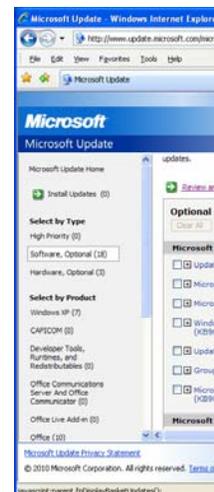
### How to turn on Automatic Updates in Windows XP

- Click on the Start button.
- Click on Control Panel.
- If you see "Pick a category," then click on "Switch to Classic View" in the upper left.
- Double-click System.
- Click on Automatic Updates tab.
- Choose Automatic (recommended).
- **Set the time of day to check every day at a time when the computer will usually be on.**
- Click OK and close Control Panel window.



### How to run Windows Updates from Internet Explorer

- Internet Explorer is required.
- Click on Tools menu in upper right.
- Click on Windows Update.
- Click on Custom button to check for latest updates.
- After scan completes, select all updates and click on "Review and install updates."
- If system requires a restart, do so as soon as possible after updates complete.
- Some updates will install while system is shutting down. Do not power down your system until they complete.



# Calendar of Events

## NOVEMBER

**November 3, *School of Management Alumni Association's 61st Annual Awards Banquet***

**5:30 p.m.**, Millennium Airport Hotel Buffalo. Honoring Donna M. Fernandes, president and CEO Buffalo Zoo, and John R. Koelmel, president and CEO First Niagara Financial Group, as the "Buffalo-Niagara Executives of the Year." Coordinated by the Office of Alumni Relations. Register [here](#).

**November 6, *EMBA-4-A-Day***. Coordinated by the Center for Executive Development.

**November 8, *Henry A. Panasci Jr. Technology Entrepreneurship Competition information session***

**4 to 5:15 p.m.**, 122 Jacobs, Coordinated by the Center for Entrepreneurial Leadership.

**November 10, *UB Distinguished Speaker Series: Greg Mortenson***

**8 p.m.**, Center for the Arts. Mortenson is co-author of The New York Times bestseller *Three Cups of Tea: One Man's Mission to Promote Peace...One School at a Time*.

**November 11, *MBA for a Day***

**9 a.m. to 2 p.m.**, 205 Alfiero. Coordinated by the Graduate Programs Office.

**November 11, *Executive Speaker Series***, Donna Fernandes, president and CEO Buffalo Zoo.

**5 to 6 p.m.**, 205 Alfiero. Coordinated by the Graduate Programs Office.

**November 13, *EMBA/PMBA Information Sessions***

**10 a.m.**, Alfiero 102. Coordinated by the Center for Executive Development

**November 16, *Country Forum*** (part of International Education Week)

**5 to 6 p.m.**, Alfiero 205. Coordinated by Graduate Programs Office and International Student and Scholar Services Office.

**November 18, *Allstate Minority and Women Emerging Entrepreneurs Program open house breakfast***

**9 to 10 a.m.**, Jacobs Executive Development Center, RSVP at <mailto:mgt-cel@buffalo.edu>.

**November 18, *Allstate Minority and Women Emerging Entrepreneurs alumni seminar***

**4:30 to 7 p.m.**, Topic: Accounting and Banking Basics for Small Business Owners.

Coordinated by the Center for Entrepreneurial Leadership.

**November 29, *MBA for a Day***

**8:30 a.m.**, Alfiero 205. Coordinated by the Graduate Programs Office.

## DECEMBER

**December 3, *Center for Entrepreneurial Leadership Alumni Association (CELAA) Board meeting***

**8 to 9:30 am**, Jacobs Executive Development Center.

**December 8, *Allstate Minority and Women Emerging Entrepreneurs Program Graduation***

**5:30 to 8:30 p.m.**, UB Center for Tomorrow. Coordinated by the Center for Entrepreneurial Leadership.

**December 9, *High-Tech CEL Program Graduation***

**5 to 8 p.m.**, UB's New York State Center of Excellence in Bioinformatics and Life Sciences.

**December 21, *Holiday Office Crawl***

**Noon to 2 p.m.**, First Floor Atrium, Room 205 and Third Floor Atrium, Alfiero Center.

Coordinated by the Strengthen Our Sense of Community committee.

Check the "Events" tab on the School of Management website 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](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](mailto:jmp8@buffalo.edu).