

# INSIDE MANAGEMENT





GLOBAL POSITIONING FOR A WORLD OF BUSINESS

December 2010 | Volume 2 | Issue 4

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## Did You Know?

The School of Management's full-time MBA program was ranked No. 57 in the nation by Bloomberg Businessweek.

## School of Management Spreads Holiday Cheer

Don't miss this year's Holiday Office Crawl, sponsored by the Strengthening Our Sense of Community committee.

"We have added some changes to improve the crawl this year," says Caitlin Logue, undergraduate program manager in the Career Resource Center and committee chair. "We've streamlined the locations and have added the idea of a progressive lunch."

Everyone who participates is asked to bring a dish that falls under their floor's category to share. The first floor will host appetizers and soups, the second floor will have salads and sandwiches and the third floor will have desserts.

The three centralized locations will be the first floor atrium of Alfiero, 205 Alfiero and the third floor atrium of Alfiero.

"We had a great response last year," Caitlin says. "People enjoyed bringing in their specialties and liked the 'crawl' aspect of visiting other offices. This year, we are awarding a prize to the floor that shows the most holiday cheer."

Also new this year, the committee is asking those participating to bring a canned good or monetary donation for the Food Bank of Western New York.

Another way the committee is reaching out to help the community is by assisting this year's Toys for Tots drive run by the Graduate Management Association.

Toys and monetary donations will be accepted until Friday, Dec. 10. So far, the drive has brought in nearly 50 toys and \$450.

For more information, contact Caitlin Logue.

## Be Sure Vacation Filters are Safe

#### By Dave Costello

Your e-mail vacation filter and voice mail message are convenient for letting business associates or students know when you are on vacation or away from the office. But these tools also can impact your personal safety. Just like wedding and funeral announcements in the newspaper, vacation filters and voice mail messages can provide certain people too much information.

When using either feature you should only include information about your status related to your office, informing people when you'll be back in the office and who to contact in your absence.

You should never include information that you are on vacation or traveling away from home. This type of information can let anyone who sent you an e-mail or called your phone know that your house is unattended.

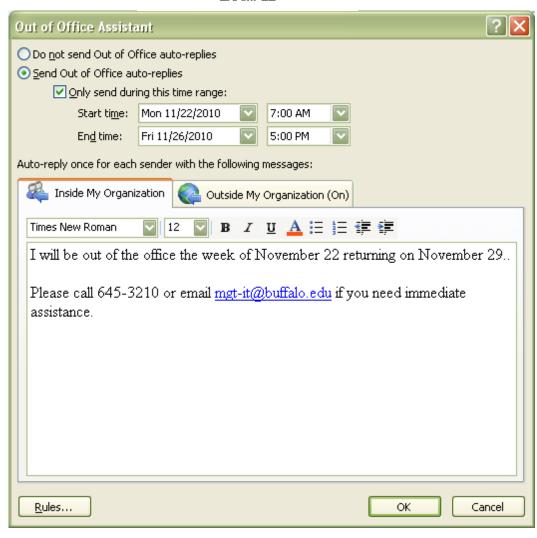
Be sure your vacation filter can screen out spam messages as well. If not, any sender will receive information about your vacation or out-of-office plans.

UB Exchange users have two options for vacation filters. A vacation message can be sent to "Inside My Organization" and/or "Outside My Organization."

However, these phrases can be misleading. "Inside" refers only to anyone who is on the **UB Exchange** server. "Outside" refers to anyone who is not on the Exchange server. This includes non-UB e-mail accounts, student accounts and UB accounts that are yet converted to the Exchange server.

I usually set the vacation filter for start of business the first day out of the office (8 a.m.) and have the message turned off at the end of day (5 p.m.) on the last day out of the office.

#### **EXAMPLE**



### Calendar of Events

#### **DECEMBER**

#### 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 10, Corporate Champions Breakfast

7:30 to 9 a.m., Center for Tomorrow, North Campus. Coordinated by the Graduate Programs Office

#### December 10, Panasci Technology Entrepreneurship Competition Information Session

4 to 5:15 pm, 110 Jacobs. Coordinated by Center for Entrepreneurial Leadership

#### December 15, CELAA Holiday Party

**6 p.m.,** Salvatore's Italian Gardens. Coordinated by Center for Entrepreneurial Leadership For more information, send an e-mail to mgt-cel@buffalo.edu.

#### December 21, Holiday Office Crawl

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

This year we are asking that everyone who participates bring a canned good or monetary donation for the Food Bank of Western New York. Coordinated by the Strengthening Our Sense of Community committee.

#### 2011

#### January 5, EMBA/PMBA Information Sessions

5:30 p.m., Alfiero 102. Coordinated by the Center for Executive Development

#### January 10, Network New York

6 to 8:30 p.m., PwC Building, 300 Madison Ave., New York City. Coordinated by the Career Resource Center.

## January 12, School of Management Alumni Association meeting, reception and dinner

5:30 to 8 p.m., Center for Tomorrow, North Campus.

#### January 27, University at Buffalo Distinguished Speaker Series: Arnold Schwarzenegger

8 p.m., Alumni Arena, North Campus

#### February 17, EMBA/PMBA Information Sessions

5:30 p.m., Location TBD. Coordinated by the Center for Executive Development

#### February 24, Network Buffalo

5:30 to 8 p.m., Center for the Arts, North Campus. Coordinated by the Career Resource Center.

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: <a href="http://hr.buffalo.edu/files/phatfile/Training\_Class\_Alert.pdf">http://hr.buffalo.edu/files/phatfile/Training\_Class\_Alert.pdf</a>

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