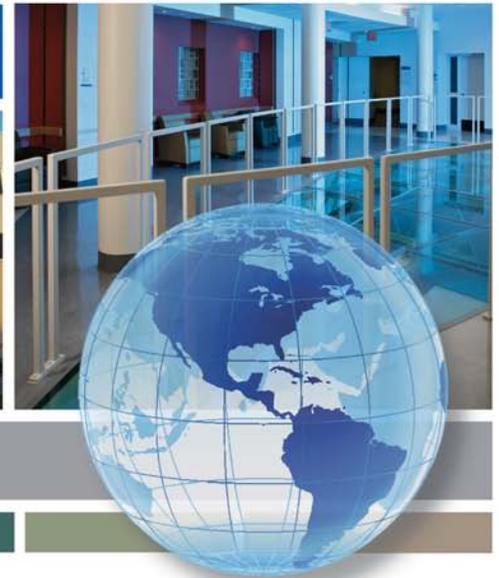


# INSIDE MANAGEMENT



GLOBAL POSITIONING FOR A WORLD OF BUSINESS

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## Congratulations to our staff and faculty

A number of our School of Management staff and faculty were recently recognized by the university for their professional accomplishments.

Lucy Kierejewski, administrative assistant for academic programs and external relations, received the Chancellor's Award for Excellence in Classified Service during the university's Celebration of Academic Excellence. Lucy has been with UB for nearly 24 years and previously served in the Offices of Admissions, Graduate Recruitment and Enrollment and Planning.

Dean Arjang Assad honored staff members with pins commemorating their many years of loyal service during the April faculty meeting.

Julia Cohan, program assistant in the Information Technology Department, was recognized for 20 years of service. Julia began as a consultant handling research databases and has gone on to handle nearly every IT-related issue imaginable.

Minakshi Trivedi, professor of marketing, was also honored with a 20-year service pin.

Judith Bain, business manager for the School of Management, received a 10-year service pin. Judy started as the assistant business manager in 1999 and was promoted to her present position in 2004.

Maggie Grady, program coordinator for executive education programs in the Center for Executive Development, also received a 10-year service pin. She came to the School of Management as a computer trainer in the former Department of Microcomputer Education before moving to her present position.

Also receiving a 10-year pin was Deidre Mariner. Diedre previously served as an academic advisor before being promoted in 2003 to her current position as associate director for undergraduate advising.

Alex B. Ampadu, associate professor of accounting and law, received the Milton Plesur Excellence in Teaching Awards from the undergraduate Student Association. He is the first three-time winner of the Plesur award, having also received it in 1998 and 2006.

### Did You Know?

If you missed reading an issue of Inside Management, you can find archived issues on the school's website. Click on the Internal Resources link at the bottom left of the home page. The link to the internal newsletter page is under Other Resources. Or just click [here](#).

## Tech Tips

By Julia Cohan

### Finding files that you have just saved to a folder, to send as an e-mail attachment

I used to forget the name I just assigned to a saved file. I saved the file, but when I tried to attach it in an e-mail one minute later, I could not find the file because I was looking for the wrong name. Here's a tip so that you will **always** find the file (as long as you know the right folder).

When you are ready to insert the attachment, click on the paperclip icon to bring up the Insert File window. Browse to the correct folder (that you must remember—I don't have a tip to help you there). Once you get to the right folder, click on the View menu and choose Details. Click on the words "Date Modified" in the column titles. That will sort the file list by date. You want the most recent file to be at the top. If it is not, click in the same place again to reverse the order so you see the most recent file—your file!

### Adding shortcuts to folders you open often.

There are folders that you need to browse often, but you do not want them to be the default folder. You can add a shortcut in the File > Open window which will work for all Microsoft Office applications.

When you are in an application like Word, Excel or Outlook, click File (or the Office button in the upper left) then Open. Browse to the folder that you wish to add to the shortcut bar on the left. When the folder name is in the "Look in:" bar, right click in the box that shows My Documents on the left side. "Add (name of folder)" will be the first item. Left-click on the Add line, and your folder will now be a shortcut. When you want to remove it, right-click on it and choose Remove.

### Sharing best practices

Remember Heloise? She would answer household questions and offer her "Hints from Heloise." If you have a question or a workplace solution that would work for others, feel free to send me an [e-mail](#) so it can be included in future "Tech Tips" columns.

## Spotlight on Executive Education

By Cathy Wilde

The main focus of the School of Management's Center for Executive Development (CED) is the school's Executive MBA and Professional MBA programs, as well as non-credit business training. Unlike the full-time MBA program run by the Graduate Programs Office, the EMBA and PMBA programs are designed for working professionals. For example, the EMBA program caters to professionals in upper levels of management.

In addition to these programs, the CED facilitates the online mini-MBA, post-MBA studies and custom corporate training programs. (The Center for Entrepreneurial Leadership also falls under the CED umbrella, but we plan to profile that staff in a separate edition of Inside Management.)

Professor Frank Krzystofiak is the associate dean and academic director for the CED's programs and ensures that the programs maintain the highest academic standards for our students.

Courtney Walsh is assistant dean of executive education and is responsible for ensuring that all CED programs reach their maximum potential. In addition to enjoying the opportunity to work with great people and help business people realize their dreams, Courtney takes pride in the financial contribution the CED makes to the school "Not only do CED programs help organizations and individuals become more competitive in today's global business environment, but they also return about \$1.4 million annually to the School of Management," she says.

As program assistant, Cindy DeGeorge coordinates office functions and provides academic assistance and advisement to EMBA/PMBA students. She says the best part of her job is that one day is never the same as the next. "I love the interaction with our students and faculty," Cindy says.

Melissa FitzGerald is the CED's recruitment and admissions advisor. She primarily focuses on promoting the EMBA/PMBA programs by developing and implementing recruitment strategies aimed at local and regional working professionals and the business community. Melissa says she really enjoys helping



From left, Cindy DeGeorge, Jackie Tomaszewski, Courtney Walsh, Maggie Grady, Elaine Renouf and Melissa FitzGerald.

current and future students become even more successful.

Maggie Grady says her favorite part being the CED's program coordinator, outside of her fabulous coworkers, is working on the department's website. In addition, Maggie coordinates the non-credit-bearing open enrollment programs (such as the GMAT Prep course), processes EMBA/PMBA applications and is responsible for ordering EMBA/PMBA textbooks and materials.

As marketing and business development manager, Elaine Renouf markets the EMBA/PMBA programs and is responsible for coordinating corporate programs that provide training and education solutions for businesses both large and small. "If I had a wish list for a job, I'd be doing exactly what I'm doing today," Elaine says, citing the fantastic and dedicated CED team and all the people at the university who are so generous with their time and talent.

As operations coordinator, Jackie Tomaszewski handles the CED's budgets, including revenues and expenses tracking. She is also responsible for administrative operations and systems management. Jackie previously worked in the CED from 1999-2004 and returned to her current position in 2008.

For more information on the Center for Executive Development's programs, visit their [website](#), fill out a [request form](#) or call 645-3200.



## Mark Your Calendars

The Strengthen Our Sense of Community committee (SCCC) is seeking your support for two events in May.

### **CFF Great Strides**

On May 16, the Cystic Fibrosis Foundation is sponsoring its 2010 Great Strides walk for fundraising and awareness of the genetic lung disease. Laura Amo of the Graduate Programs Office and her team have set a fundraising goal of \$1,000. As Laura's sister was born with CF 28 years ago, this is a very personal cause for her. Visit her [Great Strides page](#) if you'd like to help out.

### **Roswell Park's Save a Life at Lunch Program**

From 11:30 a.m. to 2 p.m. on May 18, the SCCC invites you to donate blood on-site at Roswell Park. The School of Management will have transportation to and from the center, and a light lunch will be provided to those donating blood. If you are interested in participating, visit the [Roswell Park website](#) to ensure you meet eligibility requirements and then [e-mail Laura](#) to reserve your spot.

## Calendar of Events

### MAY

**May 5, *Open House, Center for Entrepreneurial Leadership***  
5:30 to 8 p.m. Jacobs Executive Development Center, 672 Delaware Ave.

**May 7, *Commencement***  
1 p.m. (undergraduate) and 5 p.m. (graduate), Alumni Arena.

**May 13, *All-Hands Staff Meeting***  
8:30 a.m. to 1:30 p.m., Westwood Country Club, Amherst.

**May 16, *Great Strides Walk for Cystic Fibrosis Foundation***  
10 a.m. (see left for more details).  
Supported by the Strengthen our Sense of Community committee.

**May 17 (through June 17), *GMAT Prep Class***  
6:30 to 9:30 p.m., 110 Jacobs. Must register [here](#).  
Coordinated by the Center for Executive Development.

**May 18, *Save a Life at Lunch Blood Drive***  
11:30 a.m. to 2 p.m., Roswell Park Cancer Institute (see left for more details).  
Coordinated by the Strengthen our Sense of Community committee.

**May 19, *EMBA Cocktail Party for prospective students***  
5:30 to 8 p.m., Holiday Inn, 1881 Niagara Falls Blvd., Amherst.  
Coordinated by the Center for Executive Development.

**May 20, *Entrepalooza for current and prospective entrepreneurs***  
10 a.m. to 6 p.m., Seneca Niagara Casino.  
Coordinated by the Center for Entrepreneurial Leadership Alumni Association.

### UPCOMING EVENTS

**June 9, *UB Partners Day to promote partnerships with the business community***  
8:30 a.m. to 1:30 p.m., Adam's Mark Hotel.

**June 26, *The 15th Annual Ride for Roswell***  
[Register for UB's Team Spirit.](#)

**June 27 to July 1, *Career Opportunities in the Accounting Profession***  
8 a.m. to 5 p.m., Alfiero Center. *For minority high school students.*

**July 12, *School of Management Alumni Association (SOMAA) Golf Outing***  
Westwood Country Club, Amherst.

Check the "Events" tab on the School of Management Web site 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) or Craig Mathis at [cmathis2@buffalo.edu](mailto:cmathis2@buffalo.edu).