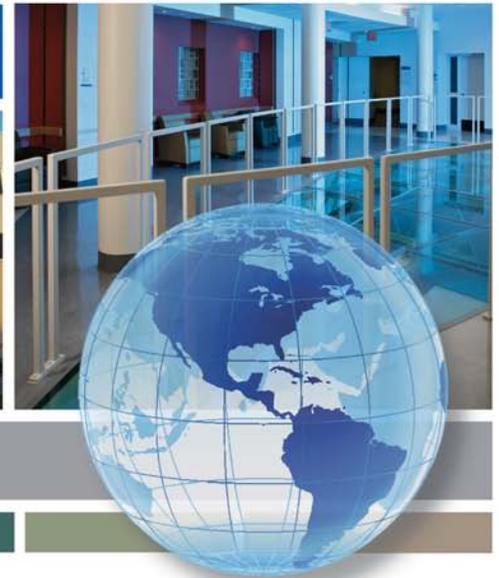


# INSIDE MANAGEMENT



GLOBAL POSITIONING FOR A WORLD OF BUSINESS

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## Mark Your Calendars for Upcoming Events

### Did You Know?

The Center for Entrepreneurial Leadership was named one of the top 100 Small Business Influencers for 2011 by Small Business Trends.

The Strengthening of Sense of Community Committee (SSCC) is promoting a number of events for the holiday season. Save the dates—and don't forget to check the events calendar on the School of Management's website for more information.

### **Holiday Donation Drive Children's Giving Tree Campaign Nov. 21 to Dec. 12**

The SSCC is working with the GMA and second-year MBA students for a collaborative drive. This year's drive will benefit 100 children attending King Center Charter School on Buffalo's East Side.

A group of second-year MBAs is taking the lead on this and the SSCC hopes everyone will help this great cause. Gifts can be dropped off in the Graduate Programs Office (203 Alfiero). Additional details will follow.

### **'Save a Life at Lunch' Program December 20, 11:30 a.m. to 2 p.m. Roswell Park Cancer Institute**

Transportation to and from Roswell will be provided, along with a light lunch. If you are interested in participating in the on-site blood donation, visit the [Roswell Park website](#) to ensure that you meet eligibility requirements.

### **Annual Holiday Office Crawl December 21, Noon to 2 p.m.**

Like last year, there will be one centralized location on each floor for food and socializing.

- First Floor Atrium: Desserts
- Second Floor Atrium: Appetizers
- Third Floor Atrium: Entrée-type foods

The floor with the most holiday cheer will be awarded a trophy plate.

## Tech Tips

By Julia Cohan

### Free UB Mobile App

UB has a free mobile app for your smartphone and iPad. You can download UB Mobile from <http://mobile.buffalo.edu>. The app contains maps of North, South and Downtown campuses. You can search for UB event information and athletics scores. It is also easy to search the library and photo galleries. If you would rather use the browser on your device, the URL is <http://m.buffalo.edu>.

### Virtual Computing Lab

Try UB's new [My Virtual Computing Lab](#). You can use software available in the campus labs right on your own computer. The software includes Acrobat Pro, ArcGIS, Dreamweaver, Maple, Mathematica, MATLAB, Minitab, Photoshop, SPSS and Visual Studio Express. All the instructions are available at <http://ubit.buffalo.edu/software/virtual/>. Unfortunately, at this time, you cannot connect to the virtual lab using an iPad or smartphone.

### Speeding Up HUB

HUB users may improve response time by clearing the cache. If you notice HUB responding slowly, delete your temporary internet files.

Depending on your version of Internet Explorer, there may be different ways to delete these files. Go to the Help menu and search the index for "Deleting temporary Internet files." You will receive directions to walk you through the process, which is very simple.

Once you have deleted the temporary Internet files, go back into HUB and you should see a big improvement in speed. Do this whenever you notice HUB is sluggish.

## Spotlight on the Undergraduate Office

By Mary Dahl

The first service that comes to mind when considering our Undergraduate Programs Office is advising. Although that is a large part of what their office does, it also is involved in much more.

At any given time the Undergraduate Programs Office is serving more than 2,700 students (including enrolled and intended), their parents and faculty. During the summer, before newly accepted management students ever set foot in our buildings, the Undergraduate Programs Office is in close contact with them through the orientation and preregistration process. They post and process scholarships, scrutinize transcripts, sign off on late registrations and work to benefit the overall university experience for undergraduate management majors.

Diane Dittmar, assistant dean of undergraduate programs, is working on the university-wide Four-Year Guarantee committee in conjunction with the Office of the Vice Provost for Undergraduate Education. A pilot is scheduled for fall 2012.

The Four-Year Guarantee program will complement the School of Management lock-step project in which the upper-division core courses will be linked to the registration process, providing assurance of seats and opportunities for synergies across courses. The lock-step program clusters courses, enrollment patterns and introduces a broader education. Diane and her team are currently working on the course clusters and testing the technical requirements in the HUB. A sample group of students will participate in the initial launch of the lock-step program in fall 2012 with full implementation of the program expected by fall 2013.

Because of the daunting number of students who are served by the Undergraduate Programs Office, the entire staff participates in the bigger projects, including degree conferral, to ensure our undergraduates are on track for graduation. This task requires a great deal of coordination, cooperation and communication with other UB departments--and it occurs three times a year.



Diane Dittmar, assistant dean, is responsible for maintenance of the school's undergraduate programs, including customer service, program development and implementation and collaboration with other central university programs.



Loreta Vukadin is associate director and front office supervisor. Loreta is also a project leader who works with entering freshmen. As technical leader of the office, she is also the go-to person for making technical decisions.



Deidre Marriner, associate director, is in charge of transfer enrollment. She also is the HUB representative for the Undergraduate Programs Office.



Kirk Voskerichian is an academic advisor and the lead person in international programs communication. He oversees the Joseph T.J. Stewart Global Citizenship Program-Study Abroad Scholarship.



Mary Ann McQuade is an academic advisor who also assists in the scholarship process and advises honors students.



Craig Mathis is an academic advisor assistant, specializing in small group advising.



Debra Baldwin is the first point of contact for customers coming into the office.



Joy Vella is an administrative assistant who also helps out in greeting and assisting students and others who come into the office.



## Visual Resources and Tools

If you need School of Management logos, PowerPoint templates or other visual aids, they are just a few mouse clicks away.

Go to our website's home page and click on the "Internal Resources" link in the bottom left-hand corner. (Or just click on this link: [Internal Resources.](#))

On the Internal Resources page, scroll to "Other Resources/Communications Tools" at the bottom of the page.

Click on "School of Management Visual Identity" to find links to several styles of our logo (see the upper right-hand corner to have the logos sent to you by email) and our globe graphic. There are also links to our school's color palette and guidelines for ordering stationery and business cards.

Other Communications Tools include ready-to-use fact sheets and three specialized PowerPoint templates for the School of Management.

## Calendar of Events Adds More Features

The calendar of events on the School of Management website continues to improve. Since its introduction a few months ago, it has become an important source of information for everyone in the school.

If you have not already looked at the calendar, here are a few quick steps. On the homepage of the School of Management website, click on the "Events" tab (next to the "News" tab). This will show you a simple list of dates and events. For more information, click on the "See events calendar" link at the bottom of the list. This will take you to the current month.

In the upper right corner of the calendar page, you can click on "Show Event Detail" to see detailed descriptions of all the events that month. A new feature, "Show Past Events," allows you to see any events that have occurred since the calendar went live in August.

An additional new highlight on this page is a link titled "[Questions About Submitting Events?](#)", located on the left side under the Search feature. Clicking on this will open an email to [mgt-events@buffalo.edu](mailto:mgt-events@buffalo.edu), so you send questions or request that an event be added to the calendar.

Another recently added feature is a on the [Plasma TV Announcement Request](#) page (see screencap below). If you submit information to appear on the TV screens in Alfiero and Jacobs, you can click on "Include on the School Events Calendar" and an email will be sent to [mgt-events@buffalo.edu](mailto:mgt-events@buffalo.edu). Your information will then be considered for the main events calendar.

To submit events directly to the calendar, contact one of the department representatives: [Margaret Grady](#), [Robin Penberthy](#), [Jill Illenz](#), [Caitlin Rush](#) or [Hailley MacDonald](#).

If your department does not have a representative, contact [Laura Carlos](#) to submit your event.

The screenshot shows the 'Plasma TV Announcement Request' form on the School of Management website. The form is titled 'Plasma TV Announcement Request' and includes the following sections:

- Contact Information:** Fields for Name, Department/Club, Telephone, and Email.
- Announcement/Event Information:** Fields for Announcement/Event Title, Description (with a note to keep screen size limitations in mind), Event Location (with a note to include room, building, street, city, state and zip), and Event Date and Time (with a note to include both start and end dates and times if applicable).
- Include on the School Events Calendar:** A checkbox that is circled in red.
- Start Posting Date:** A date field.
- End Posting Date:** A date field.

At the bottom of the form, there are 'Back' and 'Save' buttons.

# Memories of this Summer's Staff Retreat

With the cold weather already upon us, now is a good time to remember the warm, humid day when teams of School of Management staff members ran around the North and South Campuses for a good old-fashioned scavenger hunt. Fun and silly pictures ensued.



Karen Drass, Laura Carlos, Larry Michael, Deidre Marriner, Hailey MacDonald hitch a ride on a UB shuttle.



Tom McArthur, Rebecca Cercone, Diane Dittmar, Marina Tarasova and Janet Kiefer are deep in thought in front of Hayes Hall.



Jackie Tomaszewski, Dave Frasier, Melissa Korte, Chris Salem and Julia Cohan head for tomorrow.



Cathy Wilde, Janine Tramont, MaryAnn McQuade, Linda Larish and Steve Ebsary hijack the WBFO studios.



Ellen Murphy, Mary Dahl, Linda Anderson, Connie Rieck and Mike Paolini see what's in STOR.



Beth Ranney, Kirk Voskerichian, Nanette Derry and Gwen Appelbaum are careful not to get oozed.



Eugene Colucci calls for help to foil an attempted kidnapping by Jill Illenz, Kathi Stange, Cynthia Shore and Melissa Falgiano.



Donna Strzelczyk, Robin Penberthy, Carrie Gardner and Elaine Renouf are ready to rumble at the NFTA station.



Jennifer Van Laeken, John Prizner, Courtney Walsh, Caitlin Rush and Ann Marie Tobin take a trip to the downtown campus.



Mike Marrone, Maggie Grady, Pam Krakowiak, Debra Baldwin and Laura Amo do their best Beatles impression.



Cindy DeGeorge, Cheryl Tubisz, Julie Farrell and Judy Bain get sporty near the athletic fields.



Last, but certainly not least, Nick Battaglia pays the price for our School of Management shenanigans (just kidding).