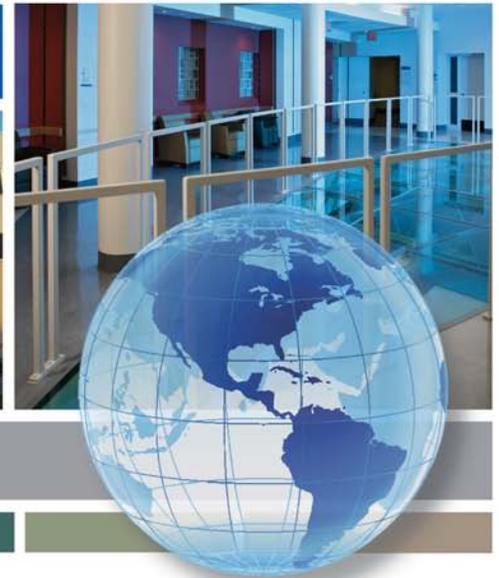


# INSIDE MANAGEMENT



GLOBAL POSITIONING FOR A WORLD OF BUSINESS

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## Welcome New School of Management Staff

Two new staff members joined the School of Management in January.

Tim can be reached at [tjpaul@buffalo.edu](mailto:tjpaul@buffalo.edu) or 645-3218.

### Did You Know?

Staff members can take advantage of the free tax preparation services provided by our students if they meet the program's income qualifications (see page 2).



**Tim Paul** is the new assistant director of development. In this role, he will focus primarily on seeking major gifts locally and in the New York City and New Jersey region.

He comes to the School of Management from Canisius College, where he served as both the director of student-athlete academic support services and as an assistant men's basketball coach.

At Canisius, Tim was responsible for recruiting national and international student-athletes, as well as developing relationships with prospective donors and corporate sponsors.



**Olivia Emrich** is a new staff assistant in the Dean's Office. She will manage the school's course scheduling process, and is the primary contact for scheduling classes and exams,

booking rooms for review sessions and recruiting exam proctors.

Olivia has worked at UB for 18 years. Most recently, she served for six years as assistant to the chair in the university's Department of Physics. Prior to that, she was a benefits coordinator in the Office of Human Resources.

She can be reached at [emrich@buffalo.edu](mailto:emrich@buffalo.edu) or 645-3222.

## Tech Tips

By Julia Cohan

In Outlook, distribution lists are a handy way to send emails to particular groups of contacts. You can share a distribution list with someone else by including it in a message. The recipient can then save it to his or her contacts.

To send a distribution list:

- Open your Contacts.
- Open a new message.
- Adjust the message and the Contacts windows so that they're visible at the same time on your screen.
- Drag the distribution list from Contacts into the body of the message.
- The distribution list will then convert into an attachment to the message.
- Send the message.

Note: If you want to send a distribution list to someone, and the distribution list contains members from the Global Address List, be sure that the recipient of the distribution list also uses that same Global Address List.

To save a distribution list sent to you by another person, simply:

- Open the message.
- Click on and drag the distribution list attachment into your Contacts.

If your Contacts bar is visible in the left Navigation pane, you do not even need to open the Contacts page. Just click and drag onto the bar and the list will be added to your Contacts.

## Free Tax Preparation Services Available for Staff

Once again, IRS-certified accounting students from the School of Management will provide free tax preparation services to individuals and families with annual incomes below \$50,000 through the Volunteer Income Tax Assistance (VITA) program. The tax service is coordinated by Beta Alpha Psi with help from the UB Accounting Association.

Staff members who qualify are invited to take advantage of this service, and we also encourage you to tell your friends and families about this great opportunity. The IRS estimates that using such free services can save you between \$100 and \$300 in preparation fees.

Free tax preparation will be offered on both the North and South campuses on a first-come, first-served basis—so you may want to bring a book or other activity in case you need to wait.

### South Campus

Location: 100 Allen Hall

Dates: Feb. 4, 5, 11, 12, 18,  
19, 25 and 26

Time: 10 a.m. to 4:30 p.m.

### North Campus

Location: 106 Jacobs Management Center

Dates: March 3, 4 and 31, and  
April 1, 7, 8 and 14

Time: 10 a.m. to 4:30 p.m.

Participants must bring the following:

1. Proof of identification (government-issued ID for each adult, such as driver's license, state-issued ID card, passport, military ID card, etc.);
2. Original Social Security card for each filer and dependent;
3. Date of birth for self, spouse and dependents;
4. Wage and earning statements (Forms W-2 and 1099) from all employers;
5. Interest and dividend statements (Form 1099);
6. A copy of last year's federal and state tax returns, if available; and
7. Bank routing numbers and account numbers, if direct deposit is desired.

For more information, visit [mgt.buffalo.edu/freetaxprep](http://mgt.buffalo.edu/freetaxprep). Additional questions can be directed to [mgt-freetaxprep@buffalo.edu](mailto:mgt-freetaxprep@buffalo.edu) or 716-507-3563 and a volunteer will respond within 48 hours.

## Electronic Announcement Screens

By Dave Costello

The software that manages the electronic announcement screens was upgraded this past fall to provide a new look and feel to the content. The new system provides the same amount of content, which rotates in 10-second increments, while allowing us to continue showing cable station CNBC in one section of the screens.

New to the system is the ability to display the time and temperature. The time is something that has been suggested over the years; it is synchronized with a server on campus. The weather is a feed from The Weather Channel.

The plasma screen announcement request form can be found on the Internal Resources page of our website (click the link on the footer of any page.) If you would like the message or event added to the school's Events Calendar, use the new checkbox that's been added to the form. If checked, a separate request will be sent to the calendar committee to review and post the event.

We encourage you to use the announcement screens and the events calendar to keep faculty, staff and students informed of your events.



## Where are they now?

A number of office changes have taken place in the last few months.

All Alumni and External Relations Office staff members are now in 150 Jacobs, while members of the Development Office have offices along the south hall.

Here are the office locations for both departments.

### Development:

Lynn Bartoszewicz – 141

Tim Paul – 142

Beth Ranney – 143

John Prizner – 144

### Alumni and External Relations:

Cynthia Shore – 150

Tom McArthur – 150

Hailley MacDonald – 150

Robin Penberthy – 150

Amy Tomaszewski – 150

Cathy Wilde, assistant director of communications, also is in 150 Jacobs.

## Important Information about Accessing the HUB

By Julia Cohan

If you have administrative access to the HUB, it is very important that you use only your own computer to log in. You should not attempt to log in to HUB from any other computer by using your credentials.

If you do, it may prevent the main user of the other computer from logging in. You may also have trouble when you try to log in when you go back to your own computer.

These problems arise because a two-factor authentication is needed to connect to HUB. First, you enter a pin into the RSA client to generate a token. You then copy and paste that token into the Cisco AnyConnect VPN

client and connect to the adminvpn server with your UBIT name.

Once you connect, you then login to myUB, with your UBIT user name and password. After these two different logins, you can access the HUB.

Because each user is assigned a unique seed token for RSA, the user may only connect to HUB from a computer on which his or her seed token was set up.

If your computer is down, contact the IT staff for your two-factor authentication to be set up on another computer temporarily. Do not attempt to set this up yourself. Remember, if you have any problems logging in, just give IT a call.

## Grammar Tips: Me, Myself and I

From eHow.com

"Me, myself and I" all may refer to the same person, but, unfortunately, they cannot be used interchangeably when writing sentences. Here are some handy tips to help you make the right (write?) choice.

- Use the word "**I**" only when **you are the subject** of your own sentence. In other words, the sentence is about you or you are taking action. "I ate the spaghetti." Most people have no trouble with this but get confused when adding another person to the sentence. An easy way to determine whether you should refer to yourself is to just take the other person out of the sentence. Examine the sentence "Steve and I went to the store." If you remove Steve, you now have a choice between "Me went to the store," "Myself went to the store," or "I went to the store." Looking at it in this way, it should be easy to see that "I" is the correct pronoun to use here.
- Use the pronoun "**me**" when **you are the direct object** of the sentence. In other words, someone else will perform the action to, or for, you. For example, "me" is the direct object in the sentence "If you have concerns, please call Greg or me." In this case, you are asking someone to call you, so they are performing an action to you. If this is difficult to determine, just remove Greg from the sentence: "If you have questions, please call me." Without Greg in the sentence, it feels very natural to use "me." It would be awkward to say, "please call I" or "please call myself."
- Use the pronoun "**myself**" only when **you are the direct object of your own action**. No one other than you can do anything to yourself. Here are some examples: A. I want to drive myself today. B. I'll clean the house myself. C. I bought dinner for Grace and myself. (If you are confused by the introduction of another person, remove Grace from the sentence and you will see that "myself" is correct.)

And, if you're still not sure, just call Jackie Ghosen (645-2833) or Cathy Wilde (645-5455). They are always happy to help with any writing questions you may have.

# Ho, Ho, Ho for the Holiday Office Crawl

There was lots of holiday spirit in the air on Dec. 22, the day of the annual Holiday Office Crawl. Santa and Mrs. Claus even made an appearance! Good food, good company...and a good time had by all.



Jaimie Falzarano and Pam Krakowiak enjoy the holiday cheer.



Yummy!



Double trouble – Dave Costello and Larry Michael.



Santa and Mrs. Claus (AKA Kirk Voskerichian and Diedre Marriner) and some suspicious-looking bottles.



Hailley MacDonald and Amy Tomaszewski enjoy some great food.



Cheryl Tubisz, Karen Drass and Judy Bain show their holiday spirit.



A view of the festive first floor.



Caitlin Rush and Rebecca Cercone smile for the camera.