

INSIDE MANAGEMENT



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Campaign for the Community Kicks Off

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By Matt Biddle

Each year, as the UB Employees Campaign for the Community begins, the numbers become more and more inspiring. In the past decade, UB employees have donated more than \$8.7 million to organizations in Western New York and around the globe.

The School of Management particularly has been lauded for its participation in the campaign. Last year's average gift was \$455, and the school's participation is consistently among the highest across all units at UB. In 2012, the school was awarded the Bennett Cup for overall excellence with 96 percent participation from faculty and staff.

But even more inspiring than those figures are the stories of the individuals and families who are affected by the organizations that receive these donations—like [Chris Salem](#) and retired Professor [Ray Orange](#), who are both featured on the campaign's [website](#).

"With this campaign, the university is one of the top contributors to the State Employees Federated Appeal across the whole state," says Cynthia Shore, who, along with Hailley MacDonald, serves on the campaign's steering committee. "Maintaining that legacy is important, but what's truly important is the impact this campaign has on people in the school, the university and the community."

To donate, visit buffalo.edu/ubcares/sefa and click "Donate Now." Then, use your UB email address and password from last year to log in. (If you forgot the password or are new, click "Forgot/Reset My Password" at the bottom of the page.) Donations can be made by credit, debit, check or payroll deduction. From a list of hundreds of organizations, you can



Chris Salem and Pancho are featured on the Campaign for the Community website.

designate your gift to specific charities. Even if you choose not to donate this year, please log on and respond to the campaign.

"There is such a breadth of services represented by the United Way and these non-profits," Cynthia says. "You can support any cause that's important to you and your family through this campaign. It touches everybody."

As of Oct. 16, the school was a third of the way to its goal of raising \$46,503.

Sean Sullivan, the 2014 campaign chair, and the past three chairs—Dennis Black, Scott Weber and Austin Booth—have promised to add \$1 to all first-time gifts and all continuing gifts that are 10 percent greater than last year. In addition, every respondent is entered into weekly UB drawings for prizes like a Kindle, a printer, gift certificates and a reserved parking spot for spring 2015.

For detailed login instructions and more information, contact [Cynthia Shore](#).

Save the Date...

Oct. 17: UB President Satish K. Tripathi will deliver his State of the University at 11 a.m. in Lippes Concert Hall in Slee Hall.

Oct. 28: The School of Management Alumni Association's 65th Annual Awards Banquet begins at 5:30 p.m. at the Statler in Buffalo.

Tech Tips

Using the Out of Office Assistant

By Denise Adamski

It's important to set automatic replies when you're away from the office. And when creating your reply, keep it simple: Omit personal details, and let people know how long you'll be out and who to contact in your absence.

To set up out-of-office replies for an Exchange account:

- Click the "File" tab in Outlook. The "Account Information" screen should come up; if it doesn't, select "Info" on the left. Then, click the "Automatic Replies" box in the middle of the screen.
- A new window will open. Click "Send automatic replies." Set a date and time to start and stop sending the messages by selecting "Only send during this time range." (Without doing this, they will go out continuously.)
- Under the "Inside my organization" tab, type a response that senders on the UB Exchange system will receive.
- The "Outside my organization" tab applies to all others, including your personal contact list and those at UB without an Exchange account. (All students, some faculty and some non-management staff use the IMAP system.) Be sure to select "Auto-reply to people outside my organization," or they will not receive a reply while you're away. Type a response for these individuals.
- Click OK to complete setup. "Automatic Replies" will now be highlighted on the "Account Information" screen, with an option to turn them off.
- The "Rules" section at the bottom is for more advanced settings. If you are interested in setting specific rules, contact the IT department at mgt-it@buffalo.edu.

Individuals with an IMAP account must set up an out-of-office email filter through the UBIT website. Learn how here: <http://bit.ly/imapfilter>.

In Webmail, log in to your account and click "Options" on the right side of the screen. Click "Set Automatic Replies," follow the steps above and save your messages.

Prizner Named to Top 40 Under Forty



John Prizner III, assistant dean and director of development, has been selected for this year's 40 Under Forty list by Buffalo Business First.

The annual list recognizes 40 of Western New York's up-and-coming leaders under the age of 40.

"John has done an outstanding job in leading our development efforts," says Arjang Assad, dean of the UB School of Management, who recommended Prizner for the award. "I am grateful for his service and proud to have him represent the School of Management."

John and the other winners will be honored at an awards celebration on Nov. 6 at the Hyatt Regency in Buffalo. Congratulations, John!

May I Take Your Order?

By Mary Dahl

Next time you see the line at Tim Hortons stretching through Alfiero Center, you'll have a good idea of what your colleagues are ordering, thanks to the staff survey we hosted this spring. Here are what your co-workers listed as their favorite menu items:

The Eaters

Amy Phillips prefers sour cream glazed donuts, and Jackie Ghosen favors chocolate frosted donuts with white cream filling (though she's thankful they aren't carried at our Alfiero location). Alex Cleary goes for bacon, egg and cheese on a biscuit, while Cindy DeGeorge prefers her sandwiches with sausage instead of bacon.

Deidre Marriner's favorites—panini and pretzel bagels—aren't sold at the Alfiero location. Malinda Stulba usually does not eat bread or dairy, so Tim Hortons isn't the easiest place for her to order a snack. However, she says if she were willing to risk a stomach ache, she would definitely order a bacon, egg and cheese sandwich on a toasted everything bagel. Cynthia Shore wins the prize for the healthy alternative—yogurt with blueberries.

The Drinkers

For the beverage-only crowd, Julia Braun and Bridgett Green like iced cappuccino, Katie Andrews gets brownie iced cappuccino supreme, Kate Ferguson sips unsweetened ice tea and Meghan Felser



goes for iced tea with extra lemon. Jennifer VanLaeken, a "Dunkin Donuts girl," likes medium coffee with a raspberry flavor shot. "The flavor shots make the coffee bearable," she says. For me, boring medium coffee is on my list, but perhaps I could shake that up with some of Jennifer's raspberry flavor.

Alex Madeja has his own idea of liquid refreshment: doughnut soup. It's obviously not on the menu, but Alex insists it ought to be.

The Works

Samantha Calabrese and Matt Biddle go for the works. Samantha has an everything bagel toasted with cream cheese and a large black iced coffee. Matt's go-to is a medium mocha and sundried tomato bagel with light cream cheese.

And Jennifer Schultz made her choice simple: "Nothing—I despise Tim Hortons."

Get to Know Our New Colleagues



April Anthony is the smiling face you meet at the front of the Graduate Programs Office. She joined the school last winter as an admissions assistant and became office manager in August.

Previously, she worked for nearly three years at Bank of America and spent 17 years as a stay-at-home mom to her three children. With her kids all grown up, April earned her Associate in Applied Science degree in business administration in 2013 from Erie Community College. This May, she will complete her bachelor's degree in business, management and economics, with a concentration in accounting, from Empire State College.

While working and attending school full-time, April enjoys spending the little free time she has with her kids, volunteering at church, baking and reading mysteries.



Angela Reeves already knew the school well when she accepted her position as associate director for graduate-level career advising in finance in the Career Resource Center. She's completing her Professional MBA here and expects to graduate in May.

Angela has eight years of finance experience, most recently as senior financial analyst for the Global Brand Team at Fisher-Price. She previously worked in financial capacities at M&T Bank and Citigroup, but now looks forward to helping others succeed. "I love working with students, and lifelong learning is very important to me," she says.

Angela graduated top five in her undergraduate class at Boston College's Carroll School of Management. In her spare time, she enjoys yoga, running, watching football and spending time with her husband and three rescue dogs.



Kenneth Suski joins the senior staff as assistant dean and chief financial and human resource officer. He is responsible for the school's financial management and welcomes questions from staff about budgets, financial reporting, use of financial resources and personnel policies.

Ken has worked in higher education for more than 20 years and last served as deputy chief business officer for Georgetown University. For his new role, he has returned to his hometown, where he earned bachelor's degrees in finance and accounting from Canisius College. He also holds a master's in international affairs from American University.

An avid traveler, Ken lists Russia, Poland, Germany and Ireland among his favorite trips. He continues to play a musical instrument and enjoys cooking and personal fitness (he even taught fitness classes at two previous universities).

Grammar Corner

Improve your writing in 3 minutes or less

By *Danny Rubin* for Ragan.com

Congratulations! You're about to receive a makeover.

In April, Twitter announced plans to roll out a new site design, and everyone seemed to think the renovations looked suspiciously like Facebook.

The folks at Twitter didn't increase their 140-character limit. Why? Less is still more.

Can you condense your message as tightly as possible? Our culture rewards brevity and people who know how to say a lot with a little.

To help everyone stay concise, I created an easy way to improve anything you write. In about three minutes, you will make your work read faster, look sharper and feel more authoritative.

- Step one: When you finish your document, hit CTRL + F to bring up the search function.
- Step two: Look for these words and delete or change them.
 - very, just and really (remove all three)
 - in order (delete, as in "I did this *in order* to do that")
 - that (delete, as in "I believe *that* you are correct")
 - quite (delete, excess word)
 - thing (replace with specific word for the "thing")
 - utilize (switch to "use" or pick another verb)

[Ed. note: For more jargon you can eliminate, refer to this list: <http://bit.ly/1tKZj9q>.]

 - get or got (pick another, more descriptive verb)
 - -ing verbs ("I am writing" becomes "I write")
- Step three: Print out the document to check your edits.
- Step four: Submit your work confidently!

Enjoying Coffee with Colleagues

Every semester, the Strengthening Our Sense of Community Committee (SSCC) hosts several fun, informal events for faculty and staff to unwind and mingle. The photos below were captured on Sept. 10 at the first of two Coffee with Colleagues events held this fall. Thanks to the SSCC for planning these great events!

Mark your calendars for more SSCC events: Happy Hour from 4 to 6 p.m. on Nov. 5 in 146 Jacobs, and the annual School of Management Holiday Party from noon to 2 p.m. on Dec. 17 in the first floor atrium of Alfiero Center.



From left, Pamela Zablonksi, Hailley MacDonald, Kathy O'Donnell and Kate Ferguson chat at Coffee with Colleagues.



From left, Ann Marie Tobin, Karen Drass, Hailley MacDonald and Nanette Derry catch up.

Amy Phillips and Dorothy Siaw-Asamoah.



Caitlin McNulty and Kevin Manne.

Do you have photos you'd like to share with your colleagues in a future issue of Inside Management? If so, send them to Matt Biddle at mriddle@buffalo.edu.