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## A great honor

Will you be planning an awards ceremony this spring? Our communications team can help you create a branded certificate that's professional and appropriate for the tone of your event. For more information, visit [bit.ly/MGTtemplates](http://bit.ly/MGTtemplates) and contact [mgt-pr@buffalo.edu](mailto:mgt-pr@buffalo.edu) at least three weeks before your event.

# For the community

## Stolzenburg co-chairs 2018 United Way campaign

The United Way's Campaign for the Community is underway — and one of our own is leading the charge. Keith Stolzenburg, executive in residence for accounting, co-chairs the 2018 campaign, along with Debbie Hayes, area director for Communication Workers of America. In this excerpt from a United Way Q&A, he shares his thoughts on why you join in the spirit of giving.

### What first drew you to United Way?

I was in my early 20s, had a good job and believed that if you live prosperously in Western New York you have an obligation to give back. And so the more I learned about the United Way, I thought, 'This answers that need in me.'

### How did you end up as a campaign co-chair for 2018?

I was a giver in my 20s, 30s and 40s, and served a six-year commitment on the United Way board, which ended two years ago. And then somebody, somehow, somehow, asked me to be one of the co-chairs of this campaign. It was an easy yes.

### What have you enjoyed most about the Campaign for the Community?

I've loved getting out, meeting with senior management from a lot of local companies and telling the United Way story. The United Way is more than payroll deduction — much more.

### So, why is it so important to give back?

In one United Way letter, I answered this question by saying it feels good. Giving is in the vibe of our community. It's about people



At right, Stolzenburg with Michael Weiner, MBA '90, president and CEO of our local United Way.

helping people — and it's what makes our community so tight, interesting and a great place to grow up and have fun. There are a lot of needs in this community, and I think United Way does a great job of identifying those needs and efficiently and intelligently giving the dollars to those who need them the most.

### What's one thing that you want people to know about United Way?

If you're a giver, if you have that feeling in you, there is no better way to efficiently and effectively reach those underserved needs than by giving your dollars to United Way. I've learned that over the past four months and over the last 20 years.

To respond to the campaign, visit [bit.ly/UBSEFA](http://bit.ly/UBSEFA). Contact Caitlin McNulty with questions at [mcnulty@buffalo.edu](mailto:mcnulty@buffalo.edu).

## Four fresh faces in the School of Management

**Nicole Balzer**, Business Development Coordinator  
Center for Executive Development



Nicole promotes our executive development programs and builds corporate partnerships for customized training opportunities. She previously served as director of continuing education at Niagara County Community College and operates her own business. A Buffalo State alumna, Nicole holds a bachelor's in health and wellness and a master's in adult education. Outside of work, you'll find her wrangling her three small children.



**Sara Langston**, Director of Student Services  
Graduate Programs

Sara says the most important part of her role leading the graduate student services team is “ensuring students feel supported and empowered throughout their academic journey, while striving to enhance their personal growth.” Previously, she spent six years in student services and admissions roles in the UB Graduate School of Education. Sara holds a Master of Education from UB and a bachelor's from Fredonia, where she met her husband, Ryan. Outside of work, you'll find her reading a good book, eating ice cream or chasing their toddler, Logan, and black lab, Mia.



**Emily Tevens**, Administrative Assistant  
Undergraduate Programs

Emily welcomes students to the Undergraduate Programs Office, provides general advising and program information, and supports the office's overall needs. A UB alumna, she holds a master's degree in higher education administration and a bachelor's degree in psychology and health and human services. She last served as a graduate assistant for UB's Electrical Engineering and Athletics departments. The youngest of five siblings, Emily enjoys spending time with her family, playing the piano and traveling. She's even taking courses in Greek.

**Jeanne Myers**, Learning Designer  
Center for Executive Development

With the launch of the revised **hybrid Professional MBA program**, Jeanne joined the CED to develop courses and implement instructional technologies, both in the classroom and online. She last served as assistant dean of educational technology and assessment for UC San Diego School of Medicine. Jeanne has a PhD in educational leadership and policy from UB, and master's degrees from Canisius College and California Lutheran University. A Buffalo native, she enjoys spending time with family and friends, walking her Sheltie and riding her horse.



## Tech Tips

# Access files offline with Box



Box Drive makes your UBbox files and folders easily accessible as shortcuts on your Windows or Mac device. Now, with the newest Box Drive feature, Mark for Offline, you can access selected files without an internet connection.

### How do I get it?

The Mark for Offline feature is available now. To use it, simply update your **Box Drive software** or download Box Drive for the first time.

### How does it work?

Once you have the latest version of Box Drive, you can gain offline access to any file or folder by right-clicking on it and selecting “Make Available Offline.” The file or contents of the folder will begin downloading immediately.

The icon next to the folder – and next to all files in the folder – will turn from a cloud icon to a green checkmark, indicating it has been downloaded and will be available even if you are not online. Once you re-establish an internet connection, any updates will sync automatically.

To learn more, visit [bit.ly/UBboxdrive](http://bit.ly/UBboxdrive).

## If the weather outside is frightful, do I come to work?

In the event of a storm, check **UB Alert**, UB’s official crisis communication system. If campus is closed, UB Alert will send an email to all staff, plus text messages and emails to alternate addresses for those who have signed up for extra alerts.

UB announces closures on its weather alert page, as well as traditional and social media.

During closures, only essential employees who provide services related to the health and safety of students, faculty, staff and guests, as well as facility maintenance and security, must report to work. Supervisors determine and notify those employees who are considered essential. All others are expected to stay away from UB until conditions return to normal.

However, only the governor can officially declare UB closed and authorize employees to remain away from work without the use of leave credits. Therefore, during weather-related closures, employees must charge the time not worked, until the governor officially declares a campus closure later. Those without sufficient accruals may borrow from future accruals.

For more information, talk with your supervisor and visit [emergency.buffalo.edu](http://emergency.buffalo.edu).



## Grammar Corner 5 common errors to avoid in 2019

BY MATT BIDDLE

- 1 First annual**  
An event can’t be annual if it has never occurred before. Instead, say “inaugural.”
- 2 Apostrophe ≠ Plural**  
As holiday cards arrive, look out for season’s greetings from the “Smith’s” or “Jones’s.” Nope, those should be “Smiths” and “Joneses.” Apostrophes never make words plural, not even decades (1980s) or acronyms (FAQs).
- 3 Me vs. I**  
Often, people (myself included) say things like, “Can you send that to Amanda and I?” But that’s incorrect. Use “I” when you’re the subject (performing the action) and “me” when you’re the object (being acted upon). A **quick way to check** is to read the

pronoun alone and see if the sentence sounds correct: “Can you send that to ~~Amanda and~~ me?”

- 4 That vs. which**  
Use “that” *without* commas for essential clauses important to the sentence’s meaning, and “which” *with* commas for nonessential clauses. For example:
  - The class is offered during the spring 2019 semester, which starts Jan. 28. (There’s only one spring 2019 semester, making the start date nonessential.)
  - The class is offered during the summer session that starts June 24, 2019. (There are multiple summer sessions, making the start date essential to the meaning.)
- 5 Irregardless**  
Not a word.