

*MISSION STATEMENT:
TO EMPOWER AND TRANSFORM A GLOBAL COMMUNITY OF LEARNERS*



Skyline
COLLEGE
ACHIEVE

Skyline Shines

March 22, 2013

Vol. 2 No. 25

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President's Breakfast a Huge Success - Thank You!



*2013 President's Breakfast Attendees
Photo courtesy of MCPI Office*

The Skyline College President's Council pulled off another tremendously successful President's Breakfast yesterday morning. Event Co-Chairs, Teresa Proaño and Kirsten Pinochi welcomed more than 300 people made up of elected officials, business members and faculty, staff, students and local community members to the event. From the federal level, Mark Nogales represented Congresswoman Jackie Speier. From the state level, LaMonte Bishop represented Senator Mark Leno and Mario Rendon represented our new Assembly member Kevin Mullin. Adrienne Tissier of the San Mateo County Board of Supervisors attended. Our own SMCCCD Board of Trustees Richard Holober, Dave Mandelkern and Karen Schwartz.



*Trustee Karen Schwartz and Roxanne Brewer pose with Skyline College
Alumni Virginia Rosales and Sonia Cleary-Goodwin
Photo courtesy of MCPI Office*

Many of the surrounding cities were represented including Councilwoman Helen Fisicaro of the Town of Colma and also past Chair of the President’s Council, two sitting President’s Council members, Mayor Ray Buenaventura and council member Mike Guingona of Daly City, Mayor rick Kowalczyk of Half Moon Bay, Mayor Gina Papan of Millbrae, Council member sue Digre of Pacifica, Mayor Jim Ruane of San Bruno and Mayor Pedro Gonzalez of South San Francisco.

Chancellor Ron Galatolo and his team from the district and sister colleges, including Vice Chancellor José Nuñez, Vice Chancellor Tom Bauer, Vice Chancellor Jim Keller, Vice Chancellor Blackwood, Kevin Chak, Robert Dean, David Haw, David Feune, Jan Roecks, Foundation Executive Director Stephanie Scott, Carrie Ridge, Jill Greenberg and Roxanne Brewer, and Cañada President Dr. Larry Buckley all supported Skyline College by attending.



*Professor Tony Jackson, YEP Coordinator-Pcyeta Jackson and CITD Director-Richard Soyombo
Photo courtesy of MCPI Office*

Faculty, staff, students and administrators from the college provided their support in event preparation and attendance. Dancers from the Skyline College production of *Guys and Dolls* started us off with a great rendition of “A Bushel and A Peck”!



*Dancers of Guys and Dolls Production
Photo courtesy of MCPI Office*

President's Innovation Fund (PIF) programs such as the Youth Entrepreneurship Program, Sustainable Campus Initiative, and College Lecture Series were highlighted in a video. Professor Linda Whitten addressed the group and thanked them on behalf of the faculty receiving PIF funds. Skyline College students Lloyd Peña, Enactus VP and José Luis Sanchez-Sosa, Associated Students of Skyline College President, spoke as students affected by the PIF programs.



*Professor Linda Whitten/Students Lloyd Peña and José Luis Sanchez-Sosa
Photo courtesy of MCPI Office*

The Premier Presenting Sponsor of the Breakfast, Tom [Bauer](#), of the SMCCCD Auxiliary Services and Enterprise Operations presented a check for \$25,000 to Skyline College President Stanback Stroud. The \$25,000 gift from the SMCCCD Auxiliary Services and Enterprise Operations was made possible by the team of classified and student staff at the Skyline college bookstore, led by Kevin Chak and the team at Sky Café, managed by Hugo Ramos and Rick McMahon of Pacific Dining. Their team's focus on providing exceptional service to the students, staff and faculty of Skyline College has made this gift possible.

Mr. [Bauer](#) complimented the college and its leadership in its support and concern for students as demonstrated by the collaboration on the student calculator, clicker technology and textbook rental program saving 7,373 students over \$608,906 that they would have had to pay had they not been able to participate in the rental program.



*Premier Presenting Sponsor, Tom Bauer, speaks with Vice President Sarah Perkins
Photo courtesy of MCPI Office*

President’s Council Chair, Jessica Evans closed the event out with “the Ask” – and ask she did. Ms. Evans reminded the group of 300 strong that their gift makes the kind of creativity and innovation where faculty and staff are encouraged to “Dream Out Loud” possible. In a most gracious way, she implored those present to think about how they can change the life of a student with a contribution. Her request, along with sponsors, pre and post event contributions resulting in the event raising more than \$96,000 in donations, sponsorships and pledges.



*Chair Jessica Evans / PIF Recipients
Photo courtesy of MCPI Office*



We thank all of the faculty, staff, administrators, students and community members for attending and supporting Skyline College. We owe a debt of gratitude to the team of President's Council Members, faculty, staff and students that played a part in pulling off this successful event. Special thanks goes out to Jessica Evans, Susan Brissiden-Smith, Teresa Proaño, Kirsten Pinochi, Greg Cochran, Theresa Tentes, Linda Bertelloti, Bryan Besnyi, Golda Gacutan, Anjelica Gacutan, Sherrie Prasad, Cherie Napier, Raul Guerra, Helen Heug, and Amber Steele.

Thanks to the Spring Musical Performers – Phoebe Jacinto, Monica Fontaine, Lisa Olson, Nichole Palmer, Cierra Peel, Gabriela Saucedo, Maile Wong and Angel Yaeger.

Thanks to the Men's Baseball & Basketball and Women's Badminton, Basketball and Soccer – Brandon Berkovatz, Clarrise Domingo, Matt Ennis, Jessica Garrett, Lance Montano, Charissa Price, Kailey Rappaport, and AJ Santiago.

Thanks also go out to our in-Kind Donors – Ambius-Interior Landscaping, Ron DeGrande, California Catering, Kingston Media, Dean Grubi and Irma Page of the South San Francisco Conference Center.

Thank you to Stephanie Scott, Carrie Ridge and Roxanne Brewer and Jill Greenberg of the San Mateo County Community Colleges Foundation, our partner in promoting student success through its fundraising efforts to provide scholarships, programs and services for students at Skyline College.

Thank you to the Skyline College Supporters (\$250+), Skyline Friends (\$500+), President Circle Members (\$1,000 +), Innovation Patrons (\$2,500), Skyline Shines Partners (\$5,000+), and Dream Out Loud Benefactors (\$7,500). And, saving the most for last, many thanks go out to our Premier Presenting Sponsor, the SMCCCD Auxiliary Services and Enterprise Operations led by Vice Chancellor Tom Bauer, for the amazing donation of \$25,000!


Cesar E. Chavez Commemorative Luncheon RSVP by Tuesday, March 19th

Join the Skyline College Community in our inaugural event to celebrate the leadership and accomplishments of Cesar E. Chavez. The Commemorative Luncheon is open to Faculty, Staff and the Community. Enjoy works of art and photography on Cesar E. Chavez on display in the Multi-Cultural Center.

**Cesar E. Chavez Commemorative Luncheon
Thursday, March 28, 2013
11:00 a.m. 1:00 p.m.
Skyline College**

RSVP to Cherie Napier at skypio@smccd.edu or call (650) 738-4346 **by Tuesday, March 19th.**

Hosted in Partnership with the San Mateo County Hispanic Chamber of Commerce, Skyline College Financial Aid, Associated Students of Skyline College and The Center for Student Life and Leadership Development.




You are Invited!

*César E. Chávez
Commemorative Luncheon*

**Thursday, March 28, 2013
11:00 a.m. - 1:00 p.m.
at Skyline College**

RSVP to Cherie Napier at skypio@smccd.edu
or call (650) 738-4346

Brought to you by the San Mateo County Hispanic Chamber of Commerce,
Skyline College Financial Aid, Associated Students of Skyline College, and
The Center for Student Life and Leadership Development.



**Skyline
COLLEGE**

Business Plan Competition

SPRING 2013
STUDENT BUSINESS PLAN
COMPETITION



Coming soon. Stay tuned!

1st Place: \$2,000
2nd Place: \$1,000
3rd Place: \$500

All participants will receive one-on-one business coaching, plus a wealth of resources to help jump start a business!



For more information:
Pcyeta Jackson
jacksonp@smood.edu
(650) 738-7097

Kappa Beta Delta Alpha Beta Chi Chapter Spring Initiation



Skyline College Chapter of Kappa Beta Delta held the spring initiation on March 13, 2013 in the Veteran's Hall here on campus. Initiates include: Rhonda Abrams, Daniel Alvarez, Nancy Rosario Argarin, Eloisa Briones, Celia Canfield, Javier Carrillo, Jr., Elarnie Dela Cruz, Jordan Dougherty, Evonne Everett, Maria Flore-Martinez, Judith Garcia, William Kehoe, Kathleen Holmes, Barbara Lamson, Jo-Anne Mahoney, Joleen McGrorey, Analisa Pineda, Brande Porter, Laura Sandifer, Johanna Sy, and Irene Wond-Ikeda.



President Dr. Regina Stanback-Stroud presented KBD Officers with awards: Anthony Lew, Webmaster; Lloyd Pena, President; Monica Diliberto, Vice President; Lori Fisher, staff advisor; and Gus Andrade, Secretary-Treasurer.



Lloyd Pena, Monica Diliberto, and Gus Andrade



Lloyd Pena ACBSP St



Research Process Update from PRIE

To increase awareness and foster collaboration with respect to the research that takes place at Skyline College, the Office of Planning, Research & Institutional effectiveness has developed a research request form and a process for communicating findings. On the PRIE website, the “PRIE Projects” link (<http://skylinecollege.edu/prie/requestform.php>) will take you to the Research Request Form where you can submit your request for data and/or assistance with developing your research project. You will also see links for “Current Projects” and “Completed Projects” pages. The “Current Projects” webpage will contain a list of projects the PRIE office is presently working on with links that provide a brief summary of the work. The “Completed Projects” webpage will contain a list of completed projects with links to the findings for the project.

Our goal is to keep the Skyline College community informed of the research work being done as well as foster collaboration across the institution. We look forward to working with you!

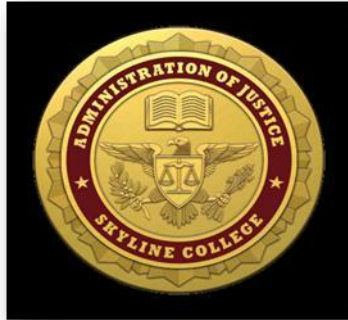
- The Office of Planning, Research & Institutional Effectiveness Team

David Ulate, Interim Dean

Katie Galvin, Research Analyst

Anjelica Gacutan, Office Assistant

AJ Gold Medal Awarded to ADMJ student Nicole Polo



Skyline College Administration of Justice student Nicole Polo was recently awarded the distinguished *Administration of Justice Gold Medal* by the Administration of Justice Club and the Administration of Justice Program for her achievements in fulfilling the academic and community service requirements for which the award is made. The *Administration of Justice Gold Medal* is awarded to applying students who have successfully completed the Administration of Justice Certificate Program, nine courses totaling 27 units. To be considered for the award, students must have achieved a minimum grade point average of 3.50 in ADMJ *and* completed a minimum of 15 hours of approved uncompensated community service, *or* a minimum grade point average of 3.30 in ADMJ *and* completed a minimum of 30 hours of approved uncompensated community service. Nicole exceeded those minimum requirements with a 3.89 GPA and forty hours of community service.

Nicole is the sixth student to be awarded the AJ Gold Medal since its inception in Spring, 2012. Nicole was publicly honored by being given the award in one of her ADMJ classes. The ADMJ Program is eager award students, to impress upon them the importance of academic achievement as well as the value of community service for good citizenship. Congratulations for “a job well done”, Nicole!



*Pictured left to right: Ashleigh Cheley, President of the Administration of Justice Club;
Pictured: Administration of Justice Gold medal (minus navy/gold neck ribbon)
Nicole Polo, awardee; and professor Steve Aurilio, AJ Program Coordinator.*

Article by Steve Aurilio. Photos by Lea Palomar & Steve Aurilio.

33rd Expanding Your Horizons Conference Draws Over 900 Girls

On Saturday March 16th, over 900 girls enjoyed math and science activities at Skyline College. For the 33rd year, The Skyline College Expanding Your Horizons (EYH) conference provided an opportunity for 6th through 12th grade young women to learn about career opportunities in math, science and technology. The day was enjoyed by over 950 girls who participated in 35 concurrent workshops filled with fun, hands on activities from a wide array of disciplines. Dr. Regina Stanback Stroud welcomed the girls and introduced the keynote speaker Jenny Ming, Charlotte Russe CEO.



Ms. Ming shared how she journeyed from studying home economics to being the CEO of a fashion company. She emphasized the sacrifices immigrants make and how she was keenly aware of the privilege it is to get an American education. She implored the girls to take advantage of the available opportunities to expand their own horizons and to learn what is in store for their futures. Ms. Ming told them, *“All of you represent different ages, backgrounds and ethnic groups. You will go on to be doctors, lawyers, engineers and maybe even fashion designers or graphic designers. Some of you will earn degrees in science, business or art.”*

Ms. Ming shared three lessons. First, value the diversity and embrace any differences you have. *“Don’t let anyone tell you that you can’t do it because you are a girl. Limits are only those that you set for yourselves...”*. Second, she told the girls to find their passion, whatever they love. *“If you love it, chances are you will be really good at it.”* She encouraged them to volunteer in different fields in order to gain different perspectives and new ideas. Finally, lesson number three is to have interest outside of school making one more balanced with a more interesting point of view. *“It allows you to be your whole self, your best self.”*

Ms. Ming closed by reminding them that their life is a long-term project and that the more facets of it they explored, the more ways they stretch, the more interesting it will be. With the world before all of them and all of its options, she reminded them that their lives could be bigger than they ever imagined it could be.

In addition to presenters from Rambus, Kaiser Permanente, and Aquarium of the Bay, teams of Skyline College students representing Phi Theta Kappa, SACNAS, MESA, SHPE, Respiratory Therapy and Heart Wrenchers led several workshops. These students developed their hands-on activities with Chris Case, Nick Kapp, Nancy Ruis, Ray Hernandez, Pat Carter, Sabrina Lawrence-Gomez and Julia Johnson. Skyline College faculty and staff presenting workshops included Carmen Velez, Sandra Hsu, Carina Anttila-Suarez, Jo Silken, Alice Erskine, Melissa Michelitsch, Shari Bookstaff, Anne Gearhart and Kylin Johnson. Skyline College alumnae Dr. Anna Dneprov, Yvonne Malloy, Katrina Cheung, Lisa Razon, Casey Fortier, and Camille Espiritu returned to present workshops.

One 12th grader has been participating in EYH since 6th grade and thinks “it’s great.” Several girls echoed the 6th grader who wrote EYH is “Amazing.” And the 8th grader who “loved EYH.” One 7th grader wrote “I learned about subjects I didn’t know anything about and now I find them very interesting.”

One teacher wrote that her 49 Half Moon Bay “students are excited about the kinds of careers they can have.” Another teacher wrote that her Ravenswood “students can’t wait to come back next year. None of them had ever done anything like this.” She added “it’s so good to get them out of their small neighborhood.”

Soroptimist of North San Mateo County sponsored the program, which was planned by AJ Bates, Don Biederman, Shari Bookstaff, Pat Carter, Christine Case, Stephen Fredricks, Jon Freedman, Mousa Ghanma, Ray Hernandez, Kylin Johnson, Julie Mooney, Vanson Nguyen, Pat Tyler and Carmen Velez.



The girls had a great time as they (from top left) arrived by the busload, were welcomed in the gym, looked through microscope, exploded peeps, lifted fingerprints, made guitars, made silly putty, picked up ice with string, and prepped for surgery.

Photos by Skyline College alumna Andrea Caesar and student Ronnette Naungayan

**Join Congresswoman Jackie Spear for a
Women's History Month Event**

When I Grow Up...

PLEASE JOIN
CONGRESSWOMAN JACKIE SPEIER

WHEN I GROW UP...

A Women's History Month Event

Do you want to be a congresswoman?
A reporter? A doctor? A scientist?

Hear from **EXCEPTIONAL WOMEN** who have broken
down barriers and made history in their fields. Get
inspired to make your **own dreams** come true!

**Saturday, March 23, 2013
1:30 – 3:00 pm
San Bruno Public Library
701 Angus Avenue West
San Bruno**



To register please call my District Office at (650) 342-0300 or
visit www.speier.house.gov



EVENT HOSTED BY CONGRESSWOMAN JACKIE SPEIER



Career Networking Night 2013 Connected Students with Career Professionals



Our Spring Career Networking Night 2013 sponsored by the Career Services Center was a success! Thirty career professionals representing a variety of career clusters including the following areas: Engineering /Technology Science, Arts/Communication, Business/ Office Administration, Education/Human Services, Health/Medicine, and Law/Public Service participated in this year's event. The purpose of the Career Networking Night was to inspire and encourage students to explore a variety of career choices. Over one hundred and fifty students attended the event with an opportunity to hear viewpoints from a myriad of experienced professionals. This event engaged students in exploring future career options. Our students' response was positive and enthusiastic, and the event itself was very energetic and vibrant. "Pizza with Professionals" at the end of the evening provided students opportunities to network with representatives from the six corresponding career clusters.

The Skyline Career Services Center would like to extend our sincerest appreciation to our many visiting professionals, student volunteers, staff and faculty who contributed hours of energy, our gratitude. When we work together in this way we forge an even stronger partnership and become a more transformed community.

http://skylinecollege.edu/careercenter/mm/CNN_Program_2013.pdf

Article by Virginia Padrón. Photos by Virginia Rosales. Collage by Veronica Osuna.

Accreditation Update

Balanced Scorecard. Did you know that the success of Skyline College students in basic skills has been steadily climbing? Or that the number of technology-mediated instruction sections has steadily increased since 2002? All this and a great deal more can be found in the Balanced Scorecard, which tracks 22 areas of college goals and strategies. The Balanced Scorecard is one of the significant pieces of evidence used in the Accreditation Self Evaluation Report.

Check it out for yourself at

<http://www.skylinecollege.edu/institutionalplanning/balancedscorecard.php>

Skyline Shines!

Article by Donna Bestock and Christine Roumbanis.

Communication Differences between Genders: A presentation by Dr. Lori Luft, Clinical Psychologist



How should we communicate? How do you communicate? Are you listening to me?

These are some of the questions asked and discussed during a lively conversation on Friday, March 15, 2013. Dr. Luft gave an insightful perspective of communication differences between genders through providing historical data, facilitations questions from the audience and even role playing in vignettes.

Dr. Luft is a clinical psychologist who has been in private practice in San Mateo for over twenty five years. She treats adults and older adolescents in both individual and couples therapy. A graduate of Pacific Graduate School of Psychology, she completed a postdoctoral internship at the Psychiatry Clinic of Stanford University Medical Center. In addition to her clinical practice, Dr. Luft has been involved in training both psychology graduate students and psychiatry residents and is a popular speaker on psychological topics of interest to the general public.

The Skyline College Health Choices Campaign, a joint collaboration between Enrollment Services, Health Services and Psychological Services sponsor this presentation.

Article by Dr. John Mosby.

Skyline College Students Tour UC Davis

On March 15, 2013, over 60 Skyline College students attended UC Davis's annual Discover UC Davis Tour for Transfer Students. Students attended a general session as well as workshops on disciplines and majors and transfer tips. Students also had the choice of attending different information sessions covering topics such as financial aid and scholarships, pre-health advising, undergraduate research, education abroad and the Transfer Reentry Veterans Center. Finally, students attended an engaging student panel, toured the campus and participated in an academic and services fair.



Students from the TRiO program, the Puente Program and the general population attended the tour. For many students it was their first time attending a UC campus. Visiting campuses is a great way for students to learn about transfer opportunities and envision their future after they transfer.

In the words of Skyline College students, when asked what they learned most:

I learned... "what more I can do to transfer besides getting good grades and volunteer work."

I learned... "about majors provided and the T.A.G. Agreement."

I learned... "that transferring isn't as easy as it seems. It takes hard work and dedication."

The Skyline College Transfer Center coordinated the Discover UC Davis Tour through collaboration with the UC Davis' Transfer Opportunity Program. In addition to providing an annual tour, the program provides a representative on campus, Tracy King, who is in the Transfer Center every Tuesday from 10:00 a.m-2:00 p.m.



Skyline College Health Fair March 20, 2013



The Skyline College Health Center team put on another successful Health Fair Wednesday, March 20, 2013! There were a combination of Students, health related agencies and medical practitioners presenting. Our beautiful dining hall was transformed by our fabulous Facilities Crew to accommodate the 33 different participating parties. As always, the Health Center likes to showcase our own students and the skills they are acquiring here at Skyline College as well as our great in-house programs. We had students from our Wellness Program, Respiratory Therapy Program, Cosmetology Department, and we had nursing students from CSM participating as well. The students all had an opportunity to demonstrate and perfect their new skills. To promote exercise, a representative from the Kinesiology, Athletics and Dance Department was active in assisting students, staff and faculty on how to incorporate physical activity into their daily routine through the wide variety of fitness classes offered here at Skyline.



In addition to health promotion and awareness, one goal of the Health Fair is to educate the population here at Skyline college about the confusing and ever changing network of community service agencies. Our own SparkPoint Center representatives were present to shed a clear light on the amazing resources we have right here on campus. Medical and dental care resource representatives were also present and available to help individuals navigate the different systems. Local direct care facilities specializing in a range of health promotion, health maintenance and acute care needs shared their services with the community. The Health Fair not only gives the Skyline College community a chance to meet representatives and learn about local agencies, but also serves as a forum where the different agencies can meet and learn about each other.



Please look forward to the Health Centers upcoming events: April 16th Bob Hall will be giving a dynamic presentation on Nonviolent Sexuality. The talk will be located in building 6 in room 6206 at 11:00 a.m. May 8th will be the annual Blood Drive from 9:00 a.m. to 3:00 p.m. Please sign up early, you can do so online at www.redcrossblood.org sponsor code: Skyline. Participation slips will be available for both upcoming events. Please encourage your student to participate.



Article by Emily Risk, RN. Photos by Raul Guerra.

Business Technology Speaker Series Featuring Dr. William J. Kehoe



Over a hundred members of the Skyline College Community attended the lecture by Dr. William J. Kehoe from the University of Virginia. Dr. Kehoe spoke about creating a Business Ethics Model for the digital age.

Coming Up

Friday, March 22, 2013

- 8:00 a.m. – 3:00 p.m., Northern California UMOJA Spring Symposium, Skyline College
- 1:00 p.m. – 2:00 p.m., Latin American Student Organization (LASO), Skyline College, Bldg. 4, Room 4240

Saturday, March 23, 2013

- 12:00 p.m., Skyline College – Baseball vs. Cabrillo, Skyline College

Tuesday, March 26, 2013

- 10:30 a.m. – 2:00 p.m., Transfer Center – UC DAVIS Visit: Tracy King, Skyline College, Building 2, Room 2227
- 11:30 a.m. – 12:30 p.m., Transfer Center – Understanding the New Associate for Transfer, Skyline College, Building 6, Room 6203
- 12:30 p.m. – 1:30 p.m., Women in Transition Program – Encore Presentation of “Miss Representation”, Skyline College, Bldg. 2, Room 2306
- 1:00 p.m. – 2:00 p.m., Financial Aid Office Workshop – Satisfactory Academic Progress (SAP), Skyline College, Building 2, Room 2117A
- 2:30 p.m., Skyline College – Baseball vs. Hartnell, Skyline College
- 2:30 p.m. – 3:30 pm., Skyline Environmental Club – Go Green, Skyline College, Building 7, Room 7109

Wednesday, March 27, 2013

- 11:00 a.m. – 2:00 p.m., Transfer Center – CSU East Bay Visit: Marc Strong, Skyline College, Dining Hall, Building 6
- 12:00 p.m. – 1:00 p.m., Career Center Workshop – Impactful Interviewing, Skyline College, Building 1, Room 1219B
- 1:00 p.m. – 4:00 p.m., BACC Workshop by SparkPoint & Financial Aid, Skyline College, Library Computer Lab
- 4:00 p.m. – 6:00 p.m., FAFSA - Federal Work-Study Workshop, Skyline College, Building 2, Room 2117-B

Thursday, March 28, 2013

- 10:30 a.m. – 2:00 p.m., Transfer Center – UC Berkley Visit: Gina Morris, Skyline College, Building 2, Room 2227
- 11:00 a.m. – 1:00 p.m., Cesar E. Chavez Commemorative Luncheon, Skyline College
- 2:00 p.m. – 4:00 p.m., FAFSA - Federal Work-Study Workshop, Skyline College, Building 2, Room 2117-B
- 2:30 p.m., Skyline College – Baseball vs. Ohlone, Skyline College
- 6:00 p.m. – 7:00 p.m., Transfer Center – Exploring Private Colleges as a Transfer Option, Skyline College, Building 6, Room 6203

Saturday, March 30, 2013

- 12:00 p.m., Skyline College – Baseball vs. San Francisco, San Francisco

For the latest information on events and activities happening at Skyline College, please view our calendar at the following link: <http://www.skylinecollege.edu/events/index.php>

If you would like to include your college event or activity on the calendar, please submit the event, date, time and location to Cherie M. Napier via email at napierc@smccd.edu.

Guidelines for Skyline Shines Submissions

Many of you submit material to be included in Skyline Shines. Thanks so much for taking to time to help me keep the college informed. Here are a few guidelines that will facilitate the publication of Skyline Shines each week:

Send submission to skylineshines@smccd.edu

- **Submit your article by 3:00 p.m. on Thursdays; articles received after this time will appear in the following week's issue**
- Place your submission in a Word document with your pictures pasted in the document.
- Use medium sized pictures that are equal to 1/4 or 1/2 of a page.
- Use Times New Roman 12pt. font that is justified to the left for the body of the article.
- Don't forget to add a headline/title using 18 pt. bold font that is justified to the center
- Use the following commonly accepted abbreviations: a.m. or p.m. (i.e. "The event will be held from 8:00 a.m. – 1:30 p.m." "The workshop is scheduled to run from 9:30 a.m. – Noon.")
- Spell out numbers of one or two words. Use figures for numbers that require more than two words to spell out. (i.e., "Almost eight years ago I began taking ceramics courses." And "I counted 176 records on the shelf.")
- If a sentence begins with a number, spell out the number or rewrite the sentence.
- Use the month, day, a comma and the year to indicate the date (i.e., "March 4, 2011" not "March 4th, 2011 or March 2nd, 2011").
- Add the word College when you refer to the name Skyline (i.e., Skyline College instead of Skyline).

Do you have a suggestion?

One way to submit it is through our general **e-Suggestion Box**, via the hyperlink in the box below <http://skylinecollege.edu/publicinformationoffice/feedback.php>



[Feedback and Suggestion Box](http://skylinecollege.edu/publicinformationoffice/feedback.php)

For state level information on community colleges, see these websites:

- The California Community College Chancellor's Office in Sacramento: <http://www.cccco.edu/>
 - The Community College League of California: <http://www.ccleague.org/>
 - The Research and Planning Group: <http://www.rpgroup.org/>
- Skyline Shines* is archived at <http://www.skylinecollege.edu/presidentsoffice/skylineshines.php>