

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



January 18, 2012

Vol. 2 No. 17

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## **Awards Announced Congratulations Bruce Greenstein**

Sustainable San Mateo County (SSMC) announced the winners of this year's 14<sup>th</sup> Annual Sustainability and Green Building Awards, including Bruce Greenstein, Environmental Science Faculty Member at Skyline College.

The **SSMC Sustainability Award** recognizes businesses, community groups, city programs, and individuals that demonstrate an outstanding commitment to improving sustainable practices within our county. The **Green Building Award**, sponsored by **SSMC**, **RecycleWorks**, and the **San Mateo County Chapter of the American Institute of Architects (AIA)**, highlights environmentally friendly design, recognizing owners, architects and builders.

“Our recipients and all the nominees display the passion and dedication to the community that we’ve come to expect over the years. We look forward to sharing their inspiring stories,” said Adrienne Etherton, SSMC Executive Director.

Recipients will be honored at an awards dinner and benefit on Thursday, March 21, 2013 at the South San Francisco Conference Center. Emcee **Shelly Masur** will lead a jam-packed evening that will include a video highlighting each winner's accomplishments and silent and live auctions hosted by State Senator **Jerry Hill**. The theme this year, **Education—The Root of Sustainability**, celebrates the importance of education in creating sustainable citizens and communities. Tickets are available at [www.sustainablesanmateo.org/awards](http://www.sustainablesanmateo.org/awards) or at [ssmc.brownpapertickets.com](http://ssmc.brownpapertickets.com).

### **Sustainable San Mateo County Sustainability Award Recipients:**

**Bruce Greenstein, Skyline College, San Bruno**  
**Sonrisas Community Dental Center, Half Moon Bay**  
**RAFT (Resource Area for Teaching), Redwood City**  
**Recology San Mateo County, San Carlos**

### **Green Building Award Recipients:**

- **Education- Lower and Middle Schools Project, Sacred Heart Schools, Atherton**  
Owner: Sacred Heart Schools, Atherton; Architect: WRNS Studio; Builder: Herrero Contractors, Inc.
- **Industrial- Shoreway Environmental Center, San Carlos**  
Owner: RethinkWaste/SBWMA; Architect: J.R. Miller & Associates; Builder: SJ Amoroso, Inc.
- **Multi-Family Housing - 636 El Camino, South San Francisco**  
Owner: MidPen Housing Corp.; Architect: BAR Architects;  
Builder: Devcon Construction, Inc.



### **Bruce Greenstein, Skyline College**

Bruce Greenstein is an environmental science professor at Skyline College where he inspires his students to become leaders of energy-efficiency, green-business entrepreneurship, and building performance. Professor Greenstein created the Solar & Building Science Learning Center at Skyline College to educate, train, and rejuvenate the green-economy workforce so they may address our current and future energy challenges, greenhouse-gas emission reduction goals, and overall quality of life for our community.



**Skyline College 13th Annual President's Breakfast SAVE THE DATE!**

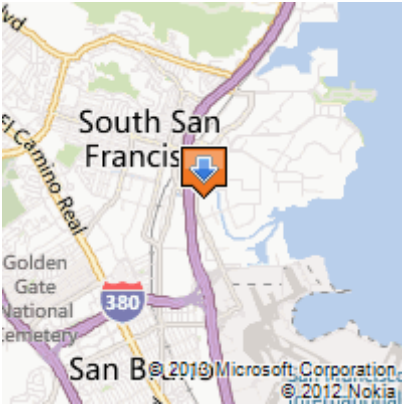
**When**

Thursday March 21, 2013 from 7:00 AM to 8:30 PM PDT

[Add to Calendar](#)

**Where**

**South San Francisco Conference Center**  
255 South Airport Boulevard  
South San Francisco, CA 94080



[Driving Directions](#)

Dear Regina,

Save the date for the 13th Annual President's Breakfast!

**Thursday, March 21, 2013**

**Networking at 7:00 a.m., Breakfast at 7:30 - 8:30 a.m.**

**South San Francisco Conference Center**  
**255 South Airport Boulevard**  
**South San Francisco, CA 94080**

*Special thanks to Pacific Gas and Electric Company for hosting the complimentary breakfast.*

**Please RSVP by Monday, March 11, 2013.**

[Get more information](#)

**Register Now!**

[I can't make it](#)

The President's Council and I look forward to seeing you on Thursday, March 21 at the breakfast.

**Sincerely,**

Regina Stanback Stroud, President  
[skypresbreakfast@smccd.edu](mailto:skypresbreakfast@smccd.edu)  
(650) 738-4325

## Skyline College Hosts National and Regional Council on Black American Affairs



The American Association of Community Colleges (AACC) has multiple affiliated councils addressing a wide range of issues in higher education. The councils have national or international membership that consists of community colleges, community college-related institutions or agencies, or individuals either associated with community colleges or who serve community colleges. One of the councils, the National Council on Black American Affairs (NCBAA) and one of the sub-councils of NCBAA, the Western Region on Black American Affairs (WRCBAA) will hold their January 24-26 board meeting here at Skyline College Thursday – Saturday in the Building 6, Conference Center.

Several Skyline College faculty and staff are members of the NCBAA, WRCBAA and the local chapter, Northern California Council on Black American Affairs. President Stanback Stroud is a member of the WRCBAA board.

Please join me in welcoming our guests to California and to Skyline College.

## Join the Sustainability Ambassador Network Thursday, January 24<sup>th</sup>

The Sustainability Ambassador Network (SAN) is a forum for students, faculty and staff to address sustainability at Skyline College. The mission of the SAN is to bring awareness, collaborate, and inspire action for sustainable change on campus.

Join us for our Spring Kick-off meeting Thursday, January 24<sup>th</sup> from 2:10 p.m. to 3:30 p.m. in Room 4132 in Building 4. We will be sharing ideas for projects we can implement to make Skyline College a more sustainable campus.

For questions and RSVP contact Sabrina Lawrence-Gomez at [lawrencegomez@smccd.edu](mailto:lawrencegomez@smccd.edu) or x7044.

Join the  
Sustainability  
Ambassador Network  
for our Spring  
Kick-off!

Thursday, January 24<sup>th</sup>  
2:10-3:30 PM  
Room 4132, Building 4

Share your  
ideas for sustainability  
projects to implement at  
Skyline. All faculty, staff  
and students are  
welcome.

Questions? Contact Sabrina  
Lawrence-Gomez  
[lawrencegomez@smccd.edu](mailto:lawrencegomez@smccd.edu)  
or 650.738.7044

**SAN**  
Skyline College

 Sustainable  
Campus  
Initiative

 Skyline  
COLLEGE

## Advanced Air Sealing Class at Skyline College January 25, 2013

On Jan 25th Terry Nordbye will be conducting an advanced air sealing class. The course will focus on products and techniques for air sealing the three dimensional building shell. It will follow case studies of success and failures in air sealing. It will include the myriad of air sealing challenges that come up in retrofit work on existing homes & buildings. It will emphasize air sealing without using canned foam which is a major change in approach from that currently practiced in the U.S. Building Performance industry and promoted by American professional certifying agencies.

We will be viewing props that illustrate air sealing as well as a hands on air sealing session at the end of the day. We will also be subjecting assemblies using various methods and materials to rigorous pressure testing to determine their relative effectiveness.

**Location: Skyline College- Pacific Heights, Building 19, Room 129.**

**Date & Time: Jan 25th, 9AM-4PM**

Tea and coffee served, lunch not provided. There is a cafeteria on campus, but we encourage you to bring food. There is microwave available in the classroom.

Space limited: RSVP to Peter Waring at your earliest convenience. He will confirm your registration and send you a map and parking permit. [Peter@HealthierDwelling.com](mailto:Peter@HealthierDwelling.com)

There is no charge for this event thanks to the contributions of  
Terry Nordbye & Skyline College.

This workshop will be videotaped for future training and promotion.



Terry Nordbye of The Practical House is well known as the contractor who completed the CLAM affordable housing projects in West Marin, one a deep energy retrofit of an existing home and the other new construction to rigorous Passive House standards. Terry has a passion for the art & science of Air sealing which is the foundation of Building Performance. He will be presenting the results of his ongoing research with new and old methods and materials and inviting you to try your hand at doing your own air sealing experiments which will be tested using the facilities of the Solar & Building Science Learning Center at Skyline College.



## Scholarship Application Available Now

Please help spread the word to students that scholarship applications are now available! The deadline to submit an application for a scholarship is February 14, 2013 at 6:00pm. A personal statement and letter of recommendation is required with each application.

The application can be found on the website at [www.skylinecollege.edu/financialaid/scholarships.php](http://www.skylinecollege.edu/financialaid/scholarships.php)

Please contact the Financial Aid office at [shetayac@smccd.edu](mailto:shetayac@smccd.edu) or (650) 738-7011 with any questions.

A yellow flyer with black and red text. The main heading is "Scholarship Application Available Now" in large black font. Below it is "Get a jump start!" in red. The deadline is "February 14, 2013 at 6:00 pm". The application link is "www.skylinecollege.edu/financialaid/scholarships.php". It also mentions that a personal statement and letter of recommendation are required. Contact information for Financial Aid is provided: shetayac@smccd.edu and (650) 738-7011. The Skyline College logo and mission statement are at the bottom.

**Scholarship Application  
Available Now**

**Get a jump start!**

**Deadline: February 14, 2013 at 6:00 pm**

**Application online at [www.skylinecollege.edu/financialaid/scholarships.php](http://www.skylinecollege.edu/financialaid/scholarships.php)**

Personal statement and letter of recommendation required with application

Questions? Contact Financial Aid at:  
[shetayac@smccd.edu](mailto:shetayac@smccd.edu)  
(650) 738-7011

*Skyline College Mission Statement: To empower and transform a global community of learners*

The Skyline College logo, which includes a stylized sun icon, a book icon, and the text "Skyline COLLEGE".

## Skyline College Welcomes David Reed to the Learning Center



David Reed brings a strong commitment to student development and academic success to his work as the Project Director in the Learning Center. His background includes developing community outreach programs and fostering collaboration and innovation to improve student support programs, most recently in the Peralta Community College District. David is currently a doctoral student in the Educational Leadership Program at Mills College.

## Skyline College Welcomes Heather Smith to the SparkPoint Center

Please join us in welcoming Heather Smith to the Student Services Division. Heather is the new Assistant Project Director at SparkPoint at Skyline College. Heather will be working with *Benefits Access for College Completion* (BACC), one of six demonstration projects nationally managed by the Center for Law and Social Policy and the American Association of Community Colleges. The project is being implemented by the Financial Aid Office and SparkPoint to connect low-income students to public benefits (food, health care and cash assistance) in order to increase resources that will support college completion.



Heather completed a year of service as an AmeriCorps VISTA (Volunteers in Service to America) Volunteer with SparkPoint focusing on capacity building activities and community relations. Heather has worked in Youth Development with the Peace Corps in Belize City, Belize. Heather earned a Master's degree in Public Administration of Non-Profit and Public Organizations at the Monterey Institute of International Studies and completed an internship with the United Nations Environment Programme in Nairobi, Kenya. Heather is located in the SparkPoint Center in Building 1, Room 1211 and she can be reached at extension 4240 or [smithh@smccd.edu](mailto:smithh@smccd.edu).

To learn more about *Benefits Access for College Completion* please visit the SparkPoint website at the following link: <http://www.skylinecollege.edu/sparkpoint/services/BenefitsScreening.php>



## Skyline College Welcomes Dr. Carina Anttila-Suarez to the Science/Math/Technology Division



Dr. Carina Anttila-Suarez is a full time, tenure track-Biology professor. Carina holds a Master's in Biology and a PhD in Plant Molecular Systematics. She brings a wealth of teaching experience in the areas of botany, biology, field ecology, as well as field research involving conservation and phylogenetic studies of California flora species through the San Jose/Evergreen Community College District. Exposing students to research that covers the basis of sciences studied in class is important to her. She has published several papers on *Spartina* grass in the San Bruno Marsh, and is currently preparing another paper on Arctic dwarf willow in collaboration with colleagues in

Europe. She uses this research to enhance teaching and learning for her students. Carina has led botanical collection trips in the Yukon, California, Pacific Northwest, Alaska, Eastern Seaboard, Pyrenees, Alps, Black Forest, British Isles, Iceland, and Scandinavia. Her background and passion will be a wonderful complement to the talent and experience of our current faculty and team.

## Welcome Dave Haw, Facilities Manager at Skyline College

Please join me in welcoming David Haw as the new Facilities Manager at Skyline College effective January 7, 2013. On October 29, 2012, Dave joined the Skyline College community as the Supervisor of Custodial Operations. Before joining us, Dave was the Facilities Contract Coordinator at the City of Mountain View. He was responsible for major procurement contracts from janitorial and maintenance contractors, supplies vendors and personnel as well as initiated the implementation of green custodial practices. Dave also worked for the Department of Public works for the City of San Bruno. Dave comes to us with over 20 years of experience and a wealth of knowledge and certifications in facilities management, sustainability, energy efficiency, HAZMAT, emergency preparedness, Cal OSHA, as well as customer service. Dave graduated from San Francisco State University with a Bachelor of Arts Business Degree in Personnel and Industrial Relations.



## **Skyline College Welcomes Alina Varona to the Center for Workforce Development**



Alina Varona is the new Faculty Coordinator for the Career Advancement Academies (CAA). Alina is responsible for project coordination of the CAA grants, working with faculty on campus, our sister colleges, and community organizations like the Career Ladders Project. Coming to us from southern California, Alina has coordination, administrative, and counseling experience at Mount St. Mary's College, the Los Angeles Trade Technical College Foundation, and the educational nonprofit Think Together. She holds a Masters of Education in Post-Secondary Administration and Student Affairs and a Bachelor of Arts in English. With her passion for social equity and serving students with barriers, the Center for Workforce Development is excited to have Alina as a new member of the team. Alina is located in 1-311 and can be reached at [varonaa@smccd.edu](mailto:varonaa@smccd.edu) and x7164.

## Accreditation Update

**Accreditation Milestone! DRAFT #2 of the Accreditation Self Evaluation** is posted on the Accreditation website for public viewing and comment.

There will be an Accreditation Open Forum on **January 29<sup>th</sup> from 12:00 p.m.–2:30 p.m. in Building 6, Room 6202**. The Accreditation Milestone Open Forum is Event is a celebration of completion of DRAFT #2. The forum is open to the entire campus community including all students, faculty and staff. Lunch will be served. The Open Forum will focus on the campus community discussion and commenting on Self Evaluation DRAFT #2. **Come and share your ideas on January 29<sup>th</sup>!**

Continuing the discussion on the Policy on Professional Ethics—Rules and Regulations 2.21 Professional Ethics Policy. Here is an excerpt from the **Faculty Code of Professional Ethics** as adopted by the Academic Senate.

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

For a complete list, the Faculty Code of Professional Ethics can be found at: <http://www.smccd.edu/accounts/smccd/committees/academicsenate/Code%20of%20professional%20Ethics%20Adopted%20May%202008.doc>

Skyline Shines!

*Article by Donna Bestock and Christine Roumbanis.*



## Coaches vs. Cancer Meets Goal of Raising \$500

Thank you to the entire Skyline College campus community for assisting the Kinesiology/Athletics and Dance department in reaching their fundraising goal during the Coaches vs. Cancer event on Wednesday, January 16<sup>th</sup>. Gate receipts and other donations totaled \$500. On the court Skyline College Women's Basketball team lost a heartbreaker to College of San Mateo 42-38; but Skyline College Men's Basketball team defeated Cañada 66-52.

## Students Experience China in a Study Abroad Trip



Dr. Hui Pate, a Skyline College International Business Professor successfully led another Skyline College Study Abroad in China program during the Fall of 2012 with the assistance of Dr. James Wong, a Skyline College Professor who teaches history, geography and Asian Studies during winter break (Dec. 26, 2012-January, 9<sup>th</sup>, 2013).

Students traveled to Beijing and Shanghai to participate in field trips, seminars and lectures while earning college credits. The two-week intensive learning experience in China consisted of lectures at Beijing Language and Culture University & Shanghai Normal University. Also included were visits to Chinese, European and U.S. multinational companies, lectures on Chinese language, culture, and business practices, and one-on-one exchanges with Chinese Students. Chinese Culture was enhanced with Chinese acrobat and Gong Fu shows and field trips to culturally significant attractions.

This program provided students with an opportunity to obtain international experience in one of the fastest growing economies in the world, China. It helped to enhance students market potential and internationalize their learning experience. It allowed participants to study at internationally recognized Chinese universities and to acquire a global/China business and educational perspective. It also brightened the students' horizon with international/China career opportunities.



## Psychology Department/Trio Joint Student Success Project

In response to President Regina Stanback Stroud's call, in the Fall of 2011, to improve student success, Dr. Tony Jackson, on behalf of Skyline College's Psychology Department, piloted a broad based make-up exam process for students in his General Psychology and Child Development courses. With logistical assistance from Dean Donna Bestock and the SSCA Administrative Assistant, Kathy Fitzpatrick, Dr. Jackson was able to begin exam re-take sessions to accommodate several sections.



The idea was to increase student success by offering students the opportunity to experience early success in their testing, as well as to address issues of test anxiety and testing know-how as early as possible. The design was to include two make-up exams for each of six quizzes provided the initial quizzes are taken by the student and a minimum score is achieved.

The pilot sessions were greeted by students, with great enthusiasm and the results have shown a positive trend toward increasing students success. This fall semester discussions with Nohel Corral, Coordinator of the TRIO program, led to the addition of tutoring and review sessions for psychology students. Tutoring sessions were led by Graduate Science Tutor, Tina Ha.

Tina was a great addition to the pilot and brought a fresh perspective to the review process. She encouraged students, using a student centered-question driven format.



All said, bringing the tutoring center into the classroom and creating the extra time proved to be more well worth the effort. It moved students toward a successful experience! Questions regarding the pilot can be addressed to Dr. Jackson at [jacksont@smccd.edu](mailto:jacksont@smccd.edu).

*Article and photos by Dr. Tony Jackson.*



## Influenza Prevention Campaign



Due to the fast spreading of the flu, the Office of Health Services has created a campaign to educate the College community about the virus and offer preventative measures. Please check the Health Services website, posters across campus and future Skyline Shines about simple steps you can follow to combat the flu. **Flu shots are still available in the Health Center, free of charge.** Call the center (738-4200) for additional information.

This week's tips...

The **single best way to prevent seasonal flu is to get vaccinated** each year, but good health habits like covering your cough and washing your hands often can help stop the spread of germs and prevent respiratory illnesses like the flu.

✓ **Avoid close contact.**

Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.

✓ **Stay home when you are sick.**

If possible, stay home from work, school, and errands when you are sick. You will help prevent others from catching your illness.

✓ **Cover your mouth and nose.**

Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.

✓ **Clean your hands.**

Washing your hands often will help protect you from germs. If soap and water are not available, use an alcohol-based hand rub.

✓ **Avoid touching your eyes, nose or mouth.**

Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

✓ **Practice other good health habits.**

Clean and disinfect frequently touched surfaces at home, work or school, especially when someone is ill. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

*Article by Health Center Staff and Dr. John Mosby*

## In Case You Missed It... Flexing our Brains!



As part of its commitment to ongoing professional development, Skyline College held its spring Flex Day training for faculty on Thursday, January 10 and Friday, January 11, 2013. Faculty and staff returned in the new year to a robust Flex Day schedule of interesting workshops and activities. Under the leadership of Professor Nina Floro, chair of the Professional Enrichment and Development Advisory Committee, the rich schedule of workshops included many topics of interest.

- Professor **Karen Wong**, SLOAC Coordinator led an informative workshop on **Documenting Assessment Efforts with TracDat**, a user friendly database that was acquired to help faculty and staff manage the SLOAC process and determine how assessment results can inform subsequent instruction and services.
- **Anjana Richards**, Director, Workforce Grants and Services, **Lorrain DeMello**, Counselor in the Career Advancement Academy program and members of the **Career Ladders Project** led a discussion on the use of **Stackable Certificate Models** intended to help students, faculty and employers navigate options for pursuing career technical education and employment. A separate workshop addressed the **Career Advancement Academy Model** and how the develops and institutionalizes them.
- **Dr. Harold Berrero** trained faculty in staff in rescue breathing and or Basic Cardiac Life Support - CPR and the use of the **Automated External Defibrillator (AED)** that you see posted throughout the college campus buildings.
- Campus Safety Chief, **Rob Dean** and Campus Safety Officer **Paul Barbosa** conducted an interactive workshop on **Personal Safety on Campus**.
- Accreditation Co-Chairs **Dona Bestock** and **Christine Roumbanis** led the workshop for the accreditation self-evaluation writers in making revisions to the drafts.
- **Professor Bridget Fischer** hosted a workshop on **Using Web Access to Administer and Get Instant Assessment Data**. Faculty learned how to configure their quizzes and run valuable reports using Web Access.
- **Terri Sofarelli** and **Carmelina Borg** hosted a **Film Screening and Discussion of *Miss Representation*: Using the Film as an Instructional Tool**.

The College Administration hosted a lunch to celebrate and thank the committed Skyline College faculty and staff. Today, faculty and staff will meet in the various division and department meetings.

The next Flex Day will be held on March 8, 2013.

## **Skyline College Hosts San Bruno Chamber of Commerce State of the City Address and Installation of Board Members**



*New Board members look on as San Bruno Chamber of Commerce President, Kirsten Pinochi of Recology receives gavel from Mayor Jim Ruane.*

Over 100 community members attended the San Bruno Chamber of Commerce Installation of Board members and State of the City Address by Mayor Jim Ruane on Monday, January 7, 2013. The event was held in the Dining Hall and allowed Skyline College to demonstrate its commitment as a community partner and highlight its Events and Conferences Initiative.



*The 2013 San Bruno Chamber of Commerce Board of Directors.*

Thank you to Kirsten Pinochi and Jamie Monozon of the San Bruno Chamber of Commerce for thinking of Skyline College. Thank you to Pacific Dining for the delicious catering, Theresa Tentes, Kevin Chak, Public Safety, David Haw and the facilities crew for making the event a beautiful success.

*Photos by Helen Hueg.*

## **Skyline College President admitted into the San Bruno Rotary**



*Emile Hons, Kirsten Pinochi and Regina Stanback Stroud*

Dr. Regina Stanback Stroud was recently admitted into the San Bruno Rotary club. The Rotary is an organization of business and professional people united worldwide who provide Humanitarian service, encourage high ethical standards in all vocations, and help build good will and peace in the world.

The Rotary meets every Wednesday and noon at the Ranchero Inn Best Western Café. The San Bruno Rotary has a long history of supporting Skyline College through scholarship donation.

### **Save the Date!**



WOW (Women on Writing): Saturday, March 2, 2013

Rock The School Bells: Saturday, March 9, 2013

13<sup>th</sup> Annual President's Breakfast: Thursday, March 21, 2013

## Coming Up...

### Wednesday, January 23, 2013

- 4:00 p.m. – 5:00 p.m., Financial Aid Application Lab, Bldg 2, 2117-B

### Thursday, January 24, 2013

- 2:00 p.m. – 4:00 p.m., Financial Aid Application Lab, Bldg 2, Room 2117-B
- 2:10 p.m. – 3:30 p.m., Sustainable Ambassador Network, Bldg 4, Room 4213

### Friday, January 25, 2013

- 9:00 a.m. – 4:00 p.m., Advanced Air Sealing Workshop – FREE, Building 19, Room 129

### Wednesday, January 30, 2013

- All Day Event, BACC Workshop by SparkPoint & Financial Aid, Library Computer Lab
- 4:00 p.m. – 5:00 p.m., Financial Aid Application Lab, Bldg 2, Room 2117-B

### Thursday, January 31, 2013

- 2:00 p.m. – 4:00 p.m., Financial Aid Application Lab, Bldg 2, Room 2117-B

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](mailto: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](mailto: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>