



**Skyline**  
COLLEGE  
ACHIEVE

*Skyline Shines*

March 15, 2013

Vol. 2 No. 24

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## Financial Aid Awareness Week: March 18 – 21, 2013

**Did you know that there is still time to apply for financial aid?** March 18 – 21, 2013 is Financial Aid Awareness Week. Financial Aid Awareness week is an all-inclusive week of events geared towards helping students better understand their financial aid options. There are countless students who needlessly self-select themselves out of several thousands of dollars of financial aid eligibility from fear of the perceived complexity of the application process, but the Skyline College Financial Aid Office is to here.

Financial Aid Awareness week will offer various workshops about the FAFSA “Free Application for Federal Student Aid,” California Dream Act and Board of Governors Fee Waiver application. There will also be informational workshops about the Federal Work-study Program and how to help students maintain Satisfactory Academic Progress (SAP).



**Financial Aid Awareness Week**  
Join us to learn how financial aid can help you get money to pay for your education!

Date	Event	Time	Location
Monday, March 18	Information Table	11:00 – 1:00 p.m.	Quad
Tuesday, March 19	Federal Work-Study Workshop	4:00 – 5:00 p.m.	2117B
Wednesday, March 20	Financial Aid Application Labs	4:00 – 6:00 p.m.	2117B
Thursday, March 21	Financial Aid Application Labs	2:00 – 4:00 p.m.	2117B



*Monday, March 18*  
*Visit our Information Table in the Quad and*  
*enjoy fresh popped kettle corn for FREE!*

*Enter drawing for prizes!*

For more information contact the Financial Aid Office at [skyfaoffice@smccd.edu](mailto:skyfaoffice@smccd.edu) or call 650.738.4236

The financial aid process at times can be confusing and challenging, but the Financial Aid Office is here to help through the process. During the event, students who visit the information table on Monday, March 18 or attend a workshop and complete a survey will have their names entered in a drawing for prizes. For details, please see the below flyer. Thank you for encouraging your students to apply for financial aid.

Article by Jocelyn Vila.

## **Step Up for Sustainability Presentations**

Skyline College Students Step Up and will present their best ideas to improve Skyline College campus sustainability. The Be the Light of Change sustainability contest culminates Tuesday, March 19th in student presentations, student voting to help determine the winners, and grant allocation.

### **Skyline College Students Step Up for Sustainability Presentations, Voting & Grant Awards**

**Tuesday, March 19<sup>th</sup> 12:30 – 2pm Room 6206**

**All are Welcome! Lunch Provided.**

Three grants, \$5,000 will be awarded to the top ideas. Please encourage students to participate in a democratic process where students who are stepping up to improve their community are recognized and supported.

Proof of attendance will be provided.



For more information & applications contact Jennifer Mair at [mairj@smccd.edu](mailto:mairj@smccd.edu)

*Article by Jennifer Mair*

## Africa at a Glance: Remembering African American Heritage Month



On Wednesday, February 20<sup>th</sup> and Thursday, February 28<sup>th</sup>, Skyline College students were taken on a voyage to Africa, right here on campus. In celebration of African American Heritage Month, ASTEP and the International Students Program, in conjunction with the African Diaspora Program, held an event highlighting the African continent and its 54 countries: “Africa at a Glance”.



The event began with a thought provoking welcome address and “call to action” from Dr. Stanback Stroud, President of Skyline College. Dr. Stroud called on the Skyline College community to continually learn new things. Several guest speakers from various departments on campus also spoke and echoed the importance of expanding ones knowledge about the world.



Ms. Jaye Akin-Taylor, led a discussion around some of the misconceptions that people may have about Africa and subsequently about Africans. The students were also treated to a presentation that focused on every country in Africa, highlighting the many languages and dialects spoken throughout the continent.

*Article by Pcyeta Jackson.*





# Reminder - President's Breakfast Next Thursday

Due to the amazing support of the President's Council, the wider community and engaged faculty and staff, the 13<sup>th</sup> Annual President's Breakfast is already at capacity! We look forward to seeing those of you who have responded next Thursday morning bright and early at 7:00 a.m. for networking and coffee and 7:30 a.m. for the breakfast.

March 21, 2013

## PRESIDENT'S BREAKFAST

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### PRESIDENT'S COUNCIL

Dr. Regina Stanback Stroud - President, Skyline College  
 Jessica Evans - Chair, President's Council  
 Kirsten Pinochi, Teresa Proaño - Co-Chairs, President's Breakfast Committee

Ed Banajay Carol Bonner Susan Briesenden-Smith Michael Brosnan Hon. Raymond A. Buenaventura Hon. David Canepa Tony Gifford Greg Cochran Michon Coleman Ronald Derenzi Christina Durham Michele Enriquez-DuSilva	Jessica Evans Kimberly Gillette Sheila Gilson Hon. Michael Guingona Scott Hart Maritess E. Ligandao Patricia Lindo Carolyn Livengood Hon. Dave Mandelkern Steve Martinez Will Minnich	Jamie Monzon William Nack Kirsten Pinochi Teresa Proaño Jackie Rauh Carrie Ridge Gustavo Serrnyoga Jennifer Flores Testa John Paul Verzosa Carol Way Dr. Simon Yu
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**BOARD OF TRUSTEES - SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT**  
 Helen Hausman, President - Karan Schwarz, Vice President-Clerk  
 Richard Holober, Trustee - Dave Mandelkern, Trustee - Patricia Miljanich, Trustee - Bailey Girard, Student Trustee  
 Ron Galatolo, District Chancellor - Regina Stanback Stroud, Ed.D., Skyline College President



The President's Breakfast is the most important fundraising event for Skyline College's President's Innovation Fund. This fund provides vital seed money for innovative programs and services pioneered by the faculty and staff.

This year we have a groundbreaking grant from the SMCCCD Auxiliary Services for \$25,000. We would like to express our gratitude to our first "Premier Presenting Sponsor."

We hope that you will join us for a delicious breakfast, networking and presentations about these outstanding programs and the students they benefit. Attendees will be given the opportunity to donate to the President's Innovation Fund.

**Dr. Regina Stanback Stroud**  
*President, Skyline College*

Cordially invites you to join the  
**Skyline College President's Council**  
for the

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

7:00 a.m. Networking Opportunity  
7:30-8:30 a.m. Complimentary Breakfast

South San Francisco Conference Center  
255 South Airport Boulevard • South San Francisco, California 94080

*Special thanks to Pacific Gas and Electric Company  
for hosting the complimentary breakfast  
Please RSVP to (650) 738-4325 by March 11*


## **Cesar E. Chavez Commemorative Luncheon You're Invited**

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](mailto:skypio@smccd.edu) or call (650) 738-4346.

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](mailto: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**  
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## **Rock The School Bells 6 – A Huge Success!** *A Hip-Hop Educational Youth Conference and Benefit Concert*



Skyline College's 6<sup>th</sup> Annual Rock The School Bells hosted nearly 400 youth and students from various middle school and high schools in the Bay Area. They engaged in 20+ workshops ranging from experiencing interactive activities such as utilizing different instruments to create beats, participating in a live writing and rapping session, creating a collective mural, and experiencing a live dance audition. They also participated in career-related workshops such as learning effective strategies using social media, writing strong business plans, and learning the ins and outs of getting into the music industry. We were blessed to have facilitators from various areas such as UCLA, Mills College, DeVry University, 106.1 KMEL, Universal Zulu Nation, Beats, Rhymes, and Life Academy of Oakland, and CSU-Sacramento.



*(Photo credit: Eric Bumanglag)*

One of our main speakers included Aisha Fukushima, who served as our conference keynote speaker. She spoke about the importance of utilizing Hip Hop as a tool to uplift our communities through social action. She refers to this as “raptivism” and challenges students to think critically about the issues that exist in their communities, both locally and globally.

Our main conference presenters included Ise Lyfe, spoken word artist/performer from East Oakland, and Eric Tandoc, a filmmaker and community activist, from UCLA. Ise Lyfe’s Multimedia presentation titled, “Is Everybody Stupid?” provided the audience with a different perspective of today’s generation and how they deal with the issues of oppression, racism, declining graduation rates, and effects of capitalism. Eric Tandoc’s film called “Sounds of A New Hope” addresses how Hip Hop was utilized as a tool of empowerment in various communities in the Philippines.



*(Photo credit: Eric Bumanglag)*

In addition to the many workshops and presentations, we held a special recognition ceremony for two of our Rock The School Bells Scholarship recipients, Jasmine Dayrit and Krista Agregado.

On behalf of the Rock The School Bells organizing team, we would like to thank all of the members of the Administration team, deans, faculty, and staff for their continued support for Rock The School Bells. There are many people to thank who have helped with the planning and coordination of the event. A complete list of acknowledgements can be seen on [www.rocktheschoolbells.com](http://www.rocktheschoolbells.com).





*(Photo Credit: Eric Bumanglag)*

This event would not be possible without the support of the SparkPoint Center of Skyline College through Dr. William Watson, DeVry University, Center of International Trade, and the Career Advancement Academy. Many thanks go to Kevin Chak and the Skyline College Bookstore, 106.1 KMEL, Whole Foods, and many other local vendors for their gracious donations to the event.

For more information about Rock The School Bells, please contact Nate Nevado at [nevadon@smccd.edu](mailto:nevadon@smccd.edu) or visit [www.rocktheschoolbells.com](http://www.rocktheschoolbells.com).

*Article by Nate Nevado*

## Transfer Fair Success



On Wednesday, March 13<sup>th</sup>, the Transfer Center hosted the 5<sup>th</sup> Annual Transfer Fair. The Fair hosted about 20 private colleges and universities who were available to answer student questions about transferring to their campuses. The Transfer Fair was very well attended – over 150 students signed in to participate and additionally several classes came through. Over 90 students completed student evaluations. Students overwhelmingly had positive feedback. One student said that they learned “that private schools could also be considered as an option for a shorter time length of studies with the same quality”. Another student said that they learned “that there are a lot of different options when transferring...”. Over 20 Faculty and Staff came through as well. In addition to learning about private colleges, students were able to learn more about the various programs and services offered by the Transfer Center.



Many thanks to the English, Math Faculty and Counseling Faculty who brought their classes to the Fair, and to faculty from various disciplines who offered extra credit for attending the event!!!

Special thanks to DeVry University for providing lunch for the day and for the Transfer Center Ambassadors and staff for their efforts in making the day run seamlessly!

*Article by Suzanne Poma.*

## Accreditation Update

The Employee Voice Survey – One of the important ways the Accreditation process shows how well the college has performed is through the Employee Voice Survey Summary. The survey which measures employee attitudes about the college as a place to work.

Take a look for yourself.

- Employee Voice Survey Executive Summary Spring 2012  
<http://www.skylinecollege.edu/prie/assets/feedback/Employee%20Voice%20Survey%20Summary%20-%202007.23.12.pdf>

Skyline Shines!

*Article by Donna Bestock and Christine Roumbanis*

## YEP Teaches Students about Entrepreneurship at RTSB6

The Youth Entrepreneurship Program (YEP) at Skyline College co-sponsored and participated in the campus-wide Hip Hop in Education Conference, Rock The School Bells 6. This is YEP's second year participating in the annual event. Our workshop titled "Business Minded: Entrepreneurship in the Industry", showed students how being business minded, innovative and taking risks can help grow a career in the music industry. Students also learned more about YEP and how the program can assist with their career and educational goals. This workshop was led by Pcyeta Jackson, YEP Coordinator and Vaneese Johnson, CEO of On The Move Careers, a local business that provides career coaching and one-on-one business counseling.



In addition to facilitating a workshop, YEP also had an information table at during the lunch-time MC battle. There students signed up to receive more information on the upcoming Business Plan Competition, which launches this spring.

**The Spring Business Plan Competition will kick-off in April. Please be on the look-out for details for the competition and other YEP events.**

The Youth Entrepreneurship Program is funded through grants from the offices of the Chancellor for California Community Colleges and locally hosted by Skyline College.

For more information on the Youth Entrepreneurship Program, please contact Pcyeta Jackson at [jacksonp@smccd.edu](mailto:jacksonp@smccd.edu) or 650-738-7097.

*Article by Pcyeta Jackson*



## Transfer Center Host First Ever Alma Mater Day

In the spirit of promoting a campus-wide transfer culture and encouraging students to and inquire about and plan for transfer, the Transfer Center hosted its first-ever Alma Mater Day. Seventeen Faculty and Staff attended the Transfer Fair with Alma Mater wear!



Thanks to those who participated and took the time to talk to students about transfer and their experience attending a four-year university!

### **And the raffle winners are...**

Jeff Acidera - \$25 AMC Movie Gift Card  
Misha Maggi - \$15 Starbucks Gift Card  
Carla Campillo- \$15 Starbucks Gift Card  
Jenny Yang- Local Napa Valley Dessert Wine  
Melanie Espinueva- Local Napa Valley Dessert Wine

May thanks to all of those who participated! The next Alma Mater Day will be on our Fall Transfer Day event on October 21<sup>st</sup>, 2013!

*Article by Suzanne Poma.*

**In case you missed it...**

## **The Skyline View Wins Awards From the Associated College Press Convention and JACC**

The Skyline View won two awards at the Associated Collegiate Press National College Journalism Convention, held in San Francisco Feb. 28-March 3: Best in Show for Multimedia Package and fourth place Best in Show for two-year college newspaper. The multimedia piece, about the [ocean-side piano playing of Mauro Ffortissimo in Half Moon Bay](#), was produced by staffers Eric Wong and Rommel Conclara. Seven journalism students, accompanied by adviser Nancy Kaplan-Biegel, attended workshops and listened to several keynote speakers, including Storify co-founder Burt Herman and Politico reporter Michelle Quinn.



The awards come on the heels of last semester's general excellence wins for newspaper and online journalism at the Journalism Association of Community Colleges NorCal Conference held in Sacramento. Staff won several other awards there, with Joe Barrack sweeping up second place for tabloid inside-page layout, third place for tabloid front-page layout, honorable mention for profile feature story, and honorable mention for sports game story. Current editor in chief Rich Estrada picked up an honorable mention for sports game story as well, with an honorable mention for sports game photo going to Daniel Chee. Daniel Beckman got fourth place for tabloid inside-page layout, and the staff won honorable mention for editorial writing.

## WOW! Women on Writing Celebrates Ten Year Anniversary



Writers and avid readers from around the Bay Area gathered to celebrate the tenth year of WOW! Women on Writing at Skyline College on Saturday, March 2 at WOW! Voices Now: A Morning of Readings and Refreshments.

After a complimentary continental breakfast, event coordinator Kathleen McClung introduced the two featured speakers, award-winning authors Patricia Powell and Connie Post. Patricia Powell, Mills College professor and author of four novels, read the opening of her soon-to-be-published memoir focusing on her early life in Jamaica and her development as a writer. Connie Post, former poet laureate of Livermore, California, read from her newest poetry chapbook, *And When the Sun Drops*, which explores the complexities of parenting an adult son with autism. Both authors engaged the audience in thought-provoking questions and answers and chatted informally with participants during the book signing portion of the program. The crowd of close to seventy people honored each author with warm, sustained applause.



WOW! founder Marijane Datson and Skyline College professor Katharine Harer co-presented ISA Scholar Awards to two outstanding Skyline College creative writing students: Maria Sahara Estillore and Jessica Belluomini. After receiving their gift bags, Sahara read powerful poems rooted in her Filipina culture and Jessica read an evocative prose piece, “The Bird Man,” honoring her father’s spirit. Both young writers received enthusiastic applause and hearty congratulations on their achievements.

Fifteen local writers shared their original poetry and prose during the Open Reading hosted by Professor Harer, faculty advisor to *Talisman*, Skyline College’s student literary magazine. The theme of mothers, fathers, and family wove through many of the pieces. Writers visiting Skyline College from Berkeley, San Francisco, Silicon Valley, and beyond praised the vibrant writing community as well as the beauty of the campus.



“WOW! celebrated a joyful tenth anniversary this year thanks to a strong community of writers and readers coming together to greet and encourage each other. Fine writing grows from a balance of solitude and community, and for women writers in particular, community is crucial for ongoing creative work,” said adjunct professor and author Kathleen McClung. The WOW! conference was founded by Marijane Datson in collaboration with Skyline College faculty, staff, and community members to honor International Women’s Day.

Thanks to Kevin Chak, manager of the Skyline College Bookstore, Mary Gutiérrez, dean of Language Arts, and WOW! ambassadors Valerie Malliett, Priscilla Schwartz, Ellen Woods, Tom McAninley, and Jami Johnson, recent first prize winner in Skyline College’s essay contest honoring African-American Heritage Month.

Local business owners provided catering services and flowers for the event. Thanks to John Alvergue of John’s Bayhill Café and Cindy Gyrgyk of Pacifica Pavilion of Flowers.



## A Free Innovative, Time-Limited Training Opportunity

*At-Risk* for Faculty, Staff, Administrators and Students is an online, interactive gatekeeper training simulation used at more than 200 campuses nationwide. Learn to identify and talk to students exhibiting signs of psychological distress and motivate them to seek appropriate help. Possible signs of distress include depression, anxiety, and thoughts of suicide.

Available for immediate use:

1. Online training for *faculty, staff and administrators to help students* in distress:  
To access go to <http://kognitocampus.com/faculty/ccc>  
Your enrollment key is **ccc 8752**
2. Online training for *faculty, staff and administrators to support student veterans*:  
To access go to <http://kognitocampus.com/vet/ccc>  
Your enrollment key is **ccc 4554**
3. The online *peer to peer training* to learn skills to help a friend in distress:  
To access go to <http://kognitocampus.com/student/ccc>  
Your enrollment key is **ccc 6445**

This online course is available 24/7, it is a 45-minute course that can be completed in multiple sessions allowing you to return at your convenience as many times as needed.

Don't wait! This offer will expire. For more information contact Liz Llamas 650-738-4351 or Bev Muse 650-738-4459 with Psychological Services and Personal Counseling.

## VITA is Back!

### Free Tax Preparation at Skyline College

SparkPoint at Skyline College and the Business Division, in partnership with [Earn it! Keep it! Save it!](#), are pleased to announce free income tax preparation assistance for students, faculty, staff and community members (households that earned less than \$51,000 in 2012).



Taxes will be prepared every Saturday, now through Saturday, March 30, 2013 (except February 16), from 12:30 p.m. to 4:30 p.m. in Building 8, Room 8209. Please call SparkPoint at Skyline College at (650) 738-7035 to make an appointment.

Last year, student volunteers from Instructor John Miller's Volunteer Income Tax Preparation (VITA) class were able to complete over 200 tax returns, resulting in \$185,526 being returned to the community. We expect to complete even more returns this year, so book your appointment today!

For more information about VITA, please visit [www.skylinecollege.edu/sparkpoint/services/FreeTaxPreparationAssistance.php](http://www.skylinecollege.edu/sparkpoint/services/FreeTaxPreparationAssistance.php).

For more information on SparkPoint @ Skyline College, please visit the SparkPoint website @ [www.skylinecollege.edu/sparkpoint/](http://www.skylinecollege.edu/sparkpoint/) or contact Dr. William Watson, Director at [william.watson@smccd.edu](mailto:william.watson@smccd.edu)

Remember to [like us on Facebook!](#)

*Article by Josh Jubelirer.*

## Coming Up...

### Friday, March 15, 2013

- 9:30 a.m. – 3:00 p.m., Transfer Center – Discover UC Davis Tour UC Davis
- 12:30 p.m. 2:00 p.m., Communication Differences Between Genders - A presentation by Dr. Lori Luft, Clinical Psychologist, Skyline College, Building 6, Room 6204 & 6206
- 1:00 p.m. – 2:00 p.m., Latin American Student Organization (LASO) – Meeting, Skyline College, Building 4, Room 4240

### Saturday, March 16, 2013

- 8:30 a.m. – 3:00 p.m., The 33rd San Mateo Expanding Your Horizons in Math and Science Conference, Skyline College
- 12:00 p.m., Skyline College – Baseball vs. Hartnell, Hartnell

### Monday, March 18, 2013

- 11:00 a.m. – 1:00 p.m., Financial Aid Awareness Week -Information Table, Skyline College, Quad

### Tuesday, March 19, 2013

- 10:00 a.m. – 2:00 p.m., Transfer Center – UC Davis Visit: Tracy King, Skyline College, Building 2, Room 2227
- 11:00 a.m. – 1:00 p.m., BACC Workshop by SparkPoint & Financial Aid, Building 1, Room 1319
- 12:10 p.m. – 1:10 p.m., Transfer Center – Paul Mendez (TAB), Skyline College, Building 2, Room 2227
- 12:30 p.m. – 1:30 p.m., Women in Transition Program - Celebration of the New Women in Transition Center. Skyline College, Bldg. 2, Room 2307
- 12:30 p.m. – 1:30 p.m., Women in Transition Program – The unique role of Women’s Centers, Skyline College, Bldg. 2, Room 2306
- 2:00 p.m.- 3:00 p.m., Financial Aid Office Workshop – Federal Work Study 101, Skyline College, Building 2, Room 2117A
- 2:30 p.m. – 3:30 p.m., Skyline College – Baseball vs. DeAnza, Skyline College
- 3:00 p.m. – 4:00 p.m., Skyline Environmental Club – Go Green, Skyline College, Building 7, Room 7109
- 4:00 p.m. – 5:00 p.m., Financial Aid Awareness Week – Federal Work-Study Workshop, Skyline College, Building 2, Room 2117B

### Wednesday, March 20, 2013

- 10:00 a.m. – 1:00 p.m., Fall Skyline College Health Fair, Skyline College, Dining Hall, Building 6
- 11:00 a.m. – 12:30 p.m., Spring 2013 Skyline College Lectures Series - A CALL TO CONSCIOUSNESS, Skyline College, Gallery, Bldg. 1
- 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., Financial Aid Awareness Week – Financial Aid Applications Labs, Skyline College, Building 2, Room 2117-B



### **Thursday, March 21, 2013**

- 7:30 a.m. – 8:30 a.m., 13th Annual President's Breakfast, South San Francisco Conference Center
- 10:00 a.m. – 1:00 p.m., Transfer Center – Norte Dame De Namur: Serena Sanchez, Skyline College, Dining Hall, Building 6
- 12:10 p.m. – 1:10 p.m., Transfer Center – How to research Colleges & Majors, Skyline College, Building 2, Room 2117-A
- 2:00 p.m. – 4:00 p.m., Financial Aid Awareness Week – Financial Aid Applications Labs, Skyline College, Building 2, Room 2117-B
- 2:10 p.m. – 3:30 p.m., Sustainability Ambassador Network, Skyline College, Building 4, Room 4213
- 2:30 p.m. – 3:30 p.m., Skyline College – Baseball vs. Canada, Canada
- 3:00 p.m. – 4:00 p.m., Skyline College – Badminton vs. Fresno, Skyline College
- 6:00 p.m. – 7:00 p.m., Transfer Center – Top 10 Transfer Tips, Skyline College, Building 6, Room 6203

### **Saturday, March 23, 2013**

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

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**

### 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>