

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



**Skyline**  
COLLEGE  
ACHIEVE

*Skyline Shines*

January 25, 2013

Vol. 2 No. 18

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## Supporting CA Dream Act Students

Every spring semester the Financial Aid Office is busy supporting students through the financial aid application process. For many undocumented students this process can be challenging because they do not qualify for federal financial aid due to their citizenship status. Regardless of a student's citizenship status, the Financial Aid Office is committed to helping students navigate through the financial aid process by creating a culture of support and sensitivity.

Financial aid for students under the California Dream Act became effective January 2013. To help students complete the [California Dream Act application](#), the Financial Aid Office offers weekly Financial Aid Application Labs. For details, please see the below flyer.

For more information about the CA Dream Act and AB540 requirements please visit: [www.skylinecollege.edu/financialaid/californiadreamact.php](http://www.skylinecollege.edu/financialaid/californiadreamact.php).



**Financial Aid Application Labs**  
FAFSA, BOG Fee Waiver and CA Dream Act

There is still time to apply for Financial Aid.  
It's not too late! Workshops held:

Day	Time	Room
Every Wednesday	4:00 - 6:00 p.m.	Bldg. 2, 2117-B
Every Thursday	2:00 - 4:00 p.m.	Bldg. 2, 2117-B

**IMPORTANT:**  
-YOU MUST BRING STUDENT AND/OR PARENT'S INCOME INFORMATION SUCH AS 2011 OR 2012 FEDERAL TAXES, W-2, SSI, DISABILITY, UNEMPLOYMENT, CALWORKS, ETC.  
-NON U.S. CITIZENS PLEASE BRING PROOF OF ELIGIBLE NONCITIZENSHIP (E.G. GREEN CARD)

**HELLO**  
BY NAME IS  
**FAFSA**

Still have questions?  
Visit: [www.skylinecollege.edu/financialaid](http://www.skylinecollege.edu/financialaid)  
Join our Facebook Page: [www.facebook.com/SkylineFinancialAid](http://www.facebook.com/SkylineFinancialAid)

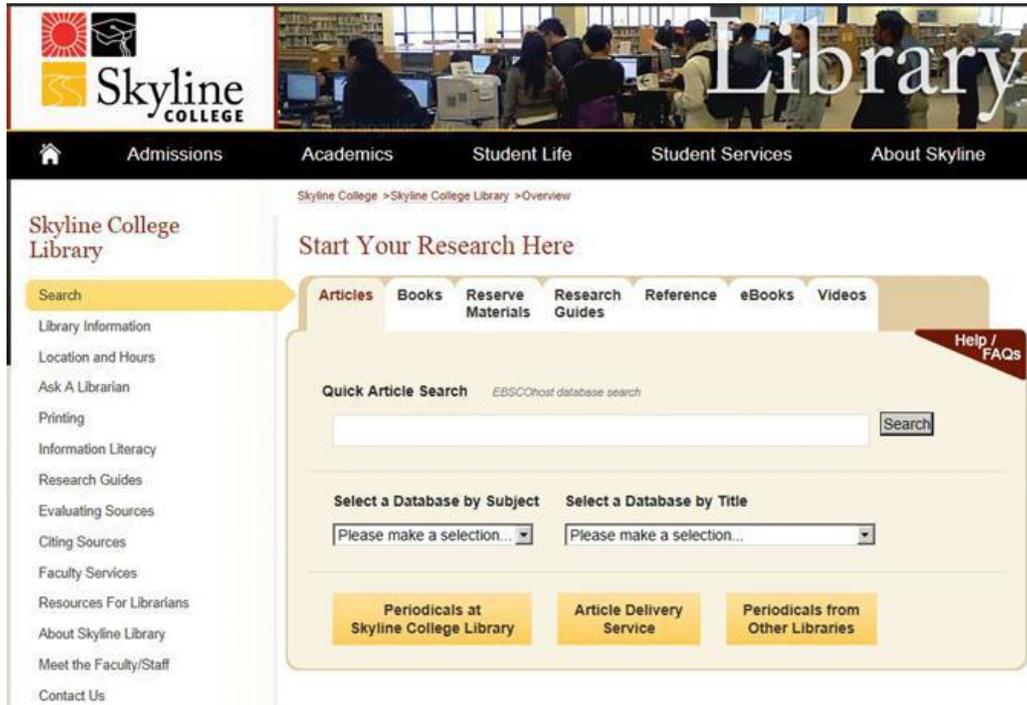


In an effort to help undocumented students feel safe and supported, the Financial Aid Office encourages the Skyline College community to visit the Educators for Fair Consideration (E4FC) website at: <http://e4fc.org/home.html>. E4FC is an advocacy agency based in San Francisco that provides resources and information on how to raise awareness for undocumented students nationwide. Here are their "[Top Ten Ways to Support Undocumented Students](#)."

Thank you for helping and encouraging all students to pursue their career and educational goals through higher education.

*Article by Jocelyn Vila, Program Services Coordinator.*

## Library Launches Redesigned Website



Skyline College Library has launched a totally redesigned new website, which is accessible at: [skylinecollege.edu/library](http://skylinecollege.edu/library). The new design fits within the overall Skyline College website model but adds a sophisticated search page for easy access to articles, books, reference and reserve materials, ebooks, academic videos and research assistance. The library's home/search page provides multiple tabs, search boxes and pull-down menus to precisely select and search within the library's many powerful research databases. All of the features available in the previous library site are still available, but the look and feel and ease of use of the site have been significantly upgraded. Several new databases have also recently been added to the library's search choices. These include the Historical *New York Times* and *San Francisco Chronicle* databases (which provide archival access to articles going back to 1851 and 1865, respectively), Ethnic Newswatch (articles from national and local ethnic and minority newspapers, magazines and journals) and the Learning Express Library career information and test preparation database.

The library site redesign was led by ITS web programmer analyst Liz Gaudet, in collaboration with librarian Eric Brenner and input from the entire library staff. Check out the new library site and let us know if you have any questions or comments regarding the site or any aspect of library research. The library reference desk phone number is x4312, the circulation desk is x4311, or use our online eReference form at: [skylinecollege.edu/library/referenceform.php](http://skylinecollege.edu/library/referenceform.php). Faculty forms for scheduling class research workshops, for recommending books for library purchase or to place course materials on reserve may be found at: [skylinecollege.edu/library/facultyforms.php](http://skylinecollege.edu/library/facultyforms.php)

*Article by Eric Brenner*

## Financial Aid Office Presents at Cash for College Events

The Skyline College Financial Aid Office presents at annual Cash for College events at several local high schools in San Mateo and San Francisco County. Every January and February students and families attend Cash for College workshops across California to help graduating high school seniors fill out the Free Application for Federal Student Aid (FAFSA) and Cal Grant GPA Verification Form. Cash for College events are sponsored by the California Student Aid Commission (CSAC). The workshops are free and open to the public. High school seniors who attend a workshop and who apply for a Cal Grant by the March 2, 2013 deadline can qualify for a \$1,000 scholarship to be used at a qualifying college next fall. On January 14, 2013 the Financial Aid Office conducted a Cash for College presentation at El Camino High School in South San Francisco and on January 22, 2013 at Balboa High School in San Francisco. Over 180 students and parents received assistance with completing the FAFSA.

Thank you to Jocelyn Vila, Program Services Coordinator; Elisabeth Osai, Office Assistant II, Bianca Porrás and Jose Milan, Financial Aid Ambassadors for staffing the workshops.

The Financial Aid Office will be conducting the upcoming Cash for College events on the below listed dates and locations:

<u>Date</u>	<u>Time</u>	<u>Location</u>
Jan. 24, 2013	6:30-8:30pm	George Washington High School, San Francisco
Jan. 26, 2013	9:00-12:00pm	Local 2 Union, San Francisco
Jan. 29, 2013	6:30-8:30pm	South San Francisco High School, South San Francisco
Jan. 31, 2013	5:30-8:30pm	Phillip Burton High School, San Francisco



*Photos from the Cash for College event at Balboa High School on January 22, 2013.*

*Article and photos by Jocelyn Vila.*

## 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, February 2 to 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.*

## Now Hiring - Financial Aid Ambassadors

Please encourage your students to apply!

[Click here for Financial Aid Ambassador Job Overview and Employment Application.](#) The deadline to submit an application is **Friday, February 8, 2013 by 12:00 p.m.**

Please submit all application materials to the Financial Aid Office in Bldg. 2 – Room 2234. Late or incomplete applications will NOT be reviewed - No Exceptions!

For more information, please visit: [www.skylinecollege.edu/financialaid/ambassadors.php](http://www.skylinecollege.edu/financialaid/ambassadors.php).



The poster is a recruitment flyer for Financial Aid Ambassadors. It features a dark red background with white and black text. At the top, it says "Financial Aid Ambassadors Wanted" in white on a black bar. Below that, "— now —" is written in a white script font, followed by "HIRING" in large, bold, white capital letters. Underneath, it says "Apply Today!" in white, followed by the website "www.skylinecollege.edu/financialaid/ambassadors.php" and "Starting salary .-\$12/hour" in a smaller white font. To the right of the main text, there is a white box with a black border containing the heading "JOIN OUR TEAM!" in red. Below this heading is a bulleted list of four benefits: "Learn about financial aid and scholarship resources", "Get involved on campus and in the community", "Participate in Financial Aid outreach events and activities", and "Gain and develop public speaking and presentation skills". At the bottom of this box, it says "Questions? Contact Jocelyn Vila at vilaj@smccd.edu" in red. The Skyline College logo is at the bottom right of the poster.

*Article by Jocelyn Vila.*

## Women on Writing Event WOW! Voices Now

Save The Date for the Women on Writing event Saturday, March 2, 2013 from 9:30 a.m. to 12:15 p.m. in the Student and Community Center at Skyline College.

You are cordially invited to a festive morning of readings, conversation and conviviality. This year WOW! is scaling back from a day-long conference, and we're delighted to host a lively morning event to celebrate the WOW! community and creative spirit. Acclaimed authors Connie Post and Patricia Powell kick off the program by reading their work, and then we'll enjoy an Open Reading. Please join us!

### Featured readings include:

Connie Post – Author of *And When the Sun Drops*, *Trip Wires*, *In a City of Words* and *Waking State*.

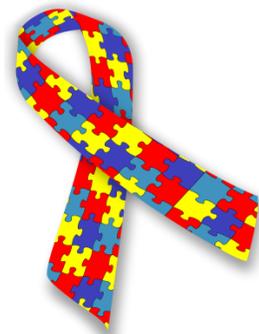
Patricia Powell – Author of *The Pagoda*, *The Fullness of Everything*, *Me Dying* and *A Small Gathering of Bones*.

RSVP by February 15, 2013 to Kathleen McClung at Skyline College, 3300 College Drive, San Bruno, CA 94066.

## Panel on Autism in the College Classroom February 21, 2013

On February 21, 2013 from 12:00-1:30 p.m. in Building 6, Room 6203, the Disability Resource Center will host a panel presentation for faculty and staff on Autism in the College Classroom.

Colleges nationwide are seeing an increase in students with autism spectrum disorders. Drs. Pamela LaPage, Sue Courey, and Trang Nguyen of SFSU and the Autism Social Connection will be presenting information on working with students who have autism and answering questions. Don't miss your opportunity to learn more about how to support Skyline College students on the autism spectrum. Coffee and light refreshments will be served.



*Article by Melissa Gonzalez.*

## Now Hiring – America Counts Tutors

Please encourage your students to apply!

The Financial Aid Office is seeking to hire new Federal Work-Study students as tutors for the America Counts Program. Student must be:

- Receiving financial aid
- Not on any appeal status (Over 90 Units or SAP)
- English tutor: have completed or placed in ENGL 836 or higher
- Math tutor: have completed or placed in MATH 110 or higher
- Ability to make a one year commitment

Applications are available at the Financial Aid Office, Bldg. 2 - Room 2234. The deadline to submit an application is **February 28, 2013 by 6:30 p.m.**

For more information, please visit: [Pacifica School Volunteers - Job Opportunities Flyer or http://www.skylinecollege.edu/financialaid/ Americacounts.php](http://www.skylinecollege.edu/financialaid/ Americacounts.php)



The graphic features the text "AMERICA COUNTS" in blue, with a blue star above it, and "TUTOR NEEDED!" in red below. To the right is a photo of a woman and a young boy holding a book. Below the text is a yellow box with the following text:

Financial Aid is seeking a federal work-study student to work as a tutor for the America Counts Program. Student must be:

1. Receiving financial aid
2. Not on appeal status for over 90 units and/or Student Academic Progress (SAP)
3. Have completed ENGL 836 and Math 110

Contact Aileen Phuong at 650.738.4348 or [conmigoa@smccd.edu](mailto:conmigoa@smccd.edu)



**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](#)

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.**

**Where**

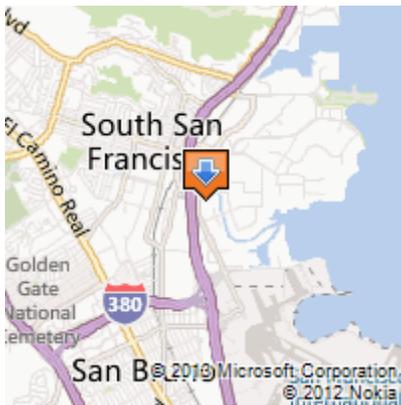
**South San Francisco Conference Center**

255 South Airport Boulevard  
South San Francisco, CA 94080

**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](#)

[Driving Directions](#)

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

## Scholarship Workshops

The Financial Aid Office will be providing numerous workshops on scholarships in order to better inform students about the scholarship application and personal statements. Please encourage your students to attend any of the workshops below in order to help increase their chances of receiving scholarships. Additionally, if you have been asked by a student to write a letter of recommendation, please have those letters in by the scholarship deadline of Thursday, February 14, 2013 at 6:00 p.m.

Please contact Crystal Shetaya, Scholarship Coordinator, at [shetayac@smccd.edu](mailto:shetayac@smccd.edu) if you would like any scholarship presentations for your classes.

If you would like to donate to scholarships please contact Roxanne Brewer at the foundation [brewerr@smccd.edu](mailto:brewerr@smccd.edu).

Workshop Topic	Day	Date	Time	Location
STARS/Scholarship Application	Thurs	Jan. 24, 2013	4:00-5:00pm	2117B
Personal Statement	Fri	Jan. 25, 2013	12:00-1:00pm	5115
STARS/Scholarship Application	Mon	Jan. 28, 2013	2:00-3:00pm	2117A
Personal Statement	Thurs	Jan. 31, 2013	4:00-5:00pm	5115
Personal Statement	Mon	Feb. 4, 2013	2:00-3:00pm	5115
STARS/Scholarship Application	Thurs	Feb. 7, 2013	4:00-5:00pm	2117B



**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  
(650) 738-7011

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

*Article by Crystal Shetaya.*

## **Skyline College Welcomes Michele Rudovsky as the Supervisor of Custodial Operations**



The Skyline College Facilities Team welcomes Michele Rudovsky who is detailing as our Supervisor of Custodial Operations. Michele is excited to fulfill this new role for her Alma Mater Skyline College. Michele has worked with the District for 6 years as a Project Manager for CPD and as a Maintenance Engineer for CSM. Prior to working for the District, she was a Curator at the San Francisco Zoo.

Please join us in welcoming Michele to the Skyline College community.

*Article by Dave Haw.*

## **Skyline College Welcomes Helen Hueg as the Visual Communications Coordinator**

Please join me in congratulating Helen Hueg, Visual Communications Coordinator for Skyline College. Helen began substituting for the position in November. She comes to Skyline College with a wealth of talent and knowledge having assisted the college with many graphic design projects over the past 5 years including catalogs, class schedules, departmental brochures, logos and event programs. Helen previously worked in the Marketing Department at College of San Mateo for 9 years.

Helen's office is in Building 4, Room 4329A and she can be reached at extension 7062 or [huegh@smccd.edu](mailto:huegh@smccd.edu). Please stop by to welcome her!

We are fortunate to have Helen's vibrant personality and graphic talents joining the Marketing team.



## Accreditation Forum



The Accreditation Self Evaluation 2013 Open Forum will be held on January 29th from 12:00 p.m.–2:30 p.m. in Building 6, Room 6202. Lunch will be served to celebrate the completion of DRAFT #2. The entire campus community including students, faculty and staff are invited. The Open Forum focus is for the campus community to discuss and comment on the Accreditation Self Evaluation DRAFT #2. Come and share your ideas on January 29th!

The draft of the Accreditation Self Evaluation is posted on the Accreditation website for public viewing and comment. We look forward to receiving comments and feedback!

*Article by Donna Bestock and Christine Roumbanis*



## Governance – College Governance Council

**Attendance:** Joi Blake, Barbara Daley, Kevin Garrett, Leigh Anne Shaw, Regina Stanback Stroud

**Absent:** Linda Allen, Kate Browne, Sarah Perkins, Katelyn Smathers, Jose Sanchez, Sosa

**Guest:** David Ulate

**Recorder:** Theresa Tentes

### **Approval of November 28, 2012 Minutes**

(M/S/U –Shaw/Daley ) The CGC approved the November 28, 2012.

### **Classified Council Report**

Barbara Daley reported that Classified Council did not meet in December due to a conflict. The Executive Board did meet this month and talked about participatory governance and working on becoming a Classified Senate. The Executive Committee is currently working on revising the Classified Council Constitution and has asked all Classified Staff to review the document for any revisions.

The Classified Council plans to hold a couple of short workshops and one summer retreat for Classified Staff. They are deciding on a good time of year so a large number of staff can attend. A survey will be distributed to find out the type of topics staff is interested in and also the time of year that would be best to hold the retreats.

The Executive Committee is also working on ways to encourage more Classified Staff to attend the monthly Classified Council meetings. Recently the Council changed the day and time of the meeting to correspond with the lunch hour but that hasn't increased attendance. Suggestions were made such as hosting a portion of the lunch meeting with refreshments or food, inviting key people on campus to discuss their areas of expertise, using a portion of the meeting for a short workshop on a topic of interest and to increase the Officers Board by adding delegates from different areas of the campus.

### **ASSC Report**

Kevin Garrett reported that the ASSC approved funding for the Black History Month in February. Professor Tony Jackson has scheduled a number of speakers to visit Skyline College.

Information for the upcoming ASSC and Student Trustees elections will be sent out soon. ASSC plans to visit each classroom to share information about the election process.

### **Academic Senate Report**

Leigh Anne Shaw reported that the first meeting this Friday, January 25 in room 4301. President Dr. Regina Stanback Stroud will be addressing the senate.

The Academic Senate will be focusing on the bylaws and constitution since they have not been updated in a while. Leigh Anne also shared that she hopes that the Academic Senate approves the Senate Handbook that she has worked on. Also, the Senate is looking for an office space in order to keep a repository of all past records. Leigh Anne is currently working with Dr. Perkins on this issue.



The Education Policy met on Tuesday, January 22<sup>nd</sup> and Leigh Anne asked them to approve the Shared Governance Planning Manual. The committee had some items of concern.

Leigh Anne has been asked to work on the State Senate Committee SB1456 – Student Equity Workgroup.

### **Updated Balanced Scorecard**

Dr. David Ulate presented an update of the Balance Scorecard. The new goals and strategies have been updated on the Balance Scorecard. All the remaining documents of the Balance Scorecard reflect the new goals and strategies.

(M/S/U –Blake/Shaw ) The CGC accepted the revised Balance Scorecard Overview Goals and Strategy Map.

### **Institutional Review Board**

Dr. Ulate presented the recommendation from the Academic Senate for the creation of an IRB. An IRB will enable the college to meet criteria when requesting research grants. It's primary purpose will be to advise the administration on whether proposed research treats human subjects in an ethical and safe manner. The document outlines the membership of the IRB and explains the purpose. The document has been recommended by the Academic Senate and IPC. Thanks to Michele Michelitsch for her assistance of creating the IRB

(M/S/U –Daley/Shaw ) The CGC approved the IRB proposal.

### **Classified Employee of the Year Award**

It is time to nominate a Classified Staff member for the annual Classified Employee of the Year Award. The deadline to submit nomination forms is 4:30 p.m. January 31<sup>st</sup> to Theresa Tentles. A special Classified Council meeting has been scheduled for Wednesday, February 6<sup>th</sup> at 2:30 p.m. to discuss the nominations. The details and timelines were announced by the PIO office and will be included in the next few Skyline Shines.

### **Accreditation**

Tuesday, January 29 from 12-2 p.m. in room 6202 there will be the next Accreditation Open Forum. The current Self-Study Draft is posted on the Accreditation website for feedback from the college community.

The Distance Education Substantial Change Report is in the final stages and will be sent soon to the ACCJC.

### **Announcements**

Dr. Joi Blake announced that there is a Cover Your Cough and Influenza Campaign going on through the Health Center. They are providing free influenza shots to anyone who is in need. There is also a Healthy Choices Campaign through the Health Center.

**Adjourned at 3:25**

## In Case You Missed It... 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.*

## Sustainable San Mateo County 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.sustainablemateo.org/awards](http://www.sustainablemateo.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.



## Coming Up...

### Friday, January 25, 2013

- 9:00 a.m. – 4:00 p.m., [Advanced Air-Sealing Workshop - FREE \(Environmental Science & Technology\)](#), Skyline College, Building 19, Room 129

### Monday, January 28, 2013

- 10:00 a.m. – 2:00 p.m., Skyline College Career Services, Career Assessment Introductions Workshop  
Skyline College, Building 1, Room 1219B

### Tuesday, January 29, 2013

- 10:00 a.m. – 2:00 p.m., Skyline College Career Services, Career Assessment Introductions Workshop  
Skyline College, Building 1, Room 1219B
- 12:30 p.m. – 2:30 p.m., [Accreditation Open Forum](#), Skyline College, Building 6, Room 6202
- 6:00 p.m. – 7:00 p.m., Skyline College Career Services, Career Assessment Introductions Workshop  
Skyline College, Building 1, Room 1219B

### Wednesday, January 30, 2013

- [BACC Workshop By SparkPoint & Financial Aid](#), 11:00 a.m. – 1:00 p.m., Skyline College, Library Computer Lab
- 12:00 p.m. – 6:00 p.m., Skyline College Career Services, Career Assessment Introductions Workshop, Skyline College, Building 1, Room 1219B

### Tuesday, February 5, 2013

- [BACC Workshop by SparkPoint & Financial Aid](#), 11:00 a.m. – 1:00 p.m., Skyline College, Building 1, Room 1218
- 11:00 a.m. – 3:00 p.m., Skyline College Career Services, Career Assessment Introductions Workshop, Skyline College, Building 1, Room 1219B

### Thursday, February 7, 2013

- 2:10 p.m. – 3:30 p.m. [Sustainability Ambassador Network](#), Skyline College, Building 6, Room 6203

### Friday, February 15, 2013

- Scholarship Application Deadline, All Day Event

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>