

Women's Soccer Highlight



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College Governance Council Training Tidbits

How to Build Innovative and Inclusive

Teams in the Work Place

Marvin Carter, Director of Diversity, Equity, and Inclusion Friday, October 21, at 12:15 p.m. For Zoom link, click here.

Excel for Beginners

Rob Monegro and Rob Obermeier Friday, October 28, from 10:00-11:30 a.m. **Conference Center Room 217** Sign-up here: https://forms.office.com/r/R3CjnwRmgT

Mercer County Community College

CGC

Professional Development and Information Technology

Microsoft Excel Learning Agenda Friday, October 28th, 2022 @ 10:00am

ft Excel In-person Training

Excel Introduction

- User Graphical Interface Using Functions, Creating Tables and Managing Large Tables o Use Flash Fill and the SUM, Average, Median, Min and Max Functions,
- wildcard search "*" Use COUNTIF an IF Functions and Apply Conditional Formatting
- Use Date & Time Functions. Example Subtracting Dates
 Create, Sort and Data Filter and Format Excel Table, Customer Sort
 View, Format and Print a Large Worksheet
- reating and Analyzing Data with Charts and Line Charts Create Charts
- Formatting Charts
 Edit a Workbook and Update a Chart
- Ime Permitting: PivotTables and Pivot Charts Intro o Creating a simple Pivot Report o Use Slicers and Search Filters

 - Modify Pivot Table
 Create a Pivot Chart
 Formatting Charts
 Edit a Workbook and Update a Chart

Cyber Security Update



Mercer Cybersecurity Month

Information Technology Mercer County Community College



HR Matters

State Approved Price Increase for 2023 Health Plans

The deadline to change your benefits is approaching! Monday, October 31 is the last day you will be able to make any changes to your benefits unless you have a qualifying event (birth, marriage, adoption, etc).

The State has approved a price increase for 2023 health plans that affect the contributions of those participating in the New Jersey Direct 10 and New Jersey Direct 15 plans. You will not see a change to your contributions if you are in the NJ Educator's Health Plan or Garden State Health Plan. Please log in to the BenefitSolver portal to see the costs of the plans available to you.

- Navigate to http://mynjbenefitshub.nj.gov
- Click "Register" if it is your first time in BenefitSolver. The Company key is SHBP/SEHBP.

If you would like to make changes to your dental plan or would like to contribute to a flexible savings/dependent care account, please email HRbenefits@mccc.edu to request an enrollment form.

There is one more Horizon/Aetna Health Plan Benefit webinar scheduled for Thursday, October 20, 1-2 p.m., and you can click here to enroll. Additional information on benefits is here.

Campus Events

Today	▶
Friday, October 21	
8:30am	Fundraising and Philanthropy Commit
9:00am	Zoom Advising & Success Coaching
10:00am	Free In-Person Math and Science Tut
8:00pm	Something Rotten!
Saturday, October 22	
8:00pm	Something Rotten!
Sunday, October 23	
2:00pm	Something Rotten!
Monday, October 24	
Fall 2022 7 Week A Term Ends	
9:00am	Zoom Advising & Success Coaching
10:00am	Free Drop-In Tutoring on Zoom
10:00am	Cabrini University Transfer Info Sessi
10:00am	Free In-Person Writing Tutoring and F
12·00nm	Get Rooted + Google Calendar

Use the College calendar on the Mercer website to keep well informed of events and important dates.

Examples of calendars listed online:

- Athletic events
- Student Activities
- Arts & Culture
- Faculty & Staff Development
- JKC Events
 - Tutoring Services
 - Center for Retention & Completion
 - The Testing Center

You can view all events and calendars online:

www.mccc.edu/calendar

If you'd like to add your event, let us know! communications@mccc.edu



This newsletter is for **you**!



We welcome your ideas, information from your department that should be shared with staff and faculty, event listings, and your photos, videos, and inspiration.

If you'd like to join the team that's creating the Weekly Newsletter, we'd love to have you! First, clear it with your manager and then e-mail us!

If you want to contribute but don't want to be part of the steering committee, we welcome that, too! Ideas, information, and updates can be submitted anytime!

Here's the e-mail address to use to join in the planning or to submit ideas or info:

communications@mccc.edu



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