

PC4A Biweekly Meeting

January 10, 2024 at 3:30 PM

Agenda

Previous Meeting Actions

1. Approval of minutes from December 14, 2023, meeting.

Announcements/Updates

1. Approval of Y2 Budget Reallocation
 - a. The PI submitted the budget reallocation request to the funding agency on December 13, 2023. Approval of the request was received on December 18, 2023. All partners who submitted budget reallocation requests have received fully executed subaward modifications and have been sent a new Y2 Invoice Template.
2. POGIL Faculty Development Workshops
 - a. Partners are asked to confirm dates provided by POGIL representatives:
 - i. East PA Workshop: Friday, April 5, 2024
 - ii. West PA Workshop: April 10, 11 or 12, 2024
3. Invoice Reminders
 - a. December invoices are **due January 10, 2024**. It is vital that invoices are submitted on time, as we will be reporting on our current spending in the upcoming report due January 30, 2024.
4. Distribution of Virtual Software Vouchers
 - a. The PI reviewed all partner requests for virtual lab vouchers, and the number/type of vouchers for each partner were chosen based on the availability of funds. As of January 4, 2024, all partners have received their allotment of vouchers.
5. Quarterly Report
 - a. Partners are reminded that completed quarterly reports should be submitted to the PM **by 5:00 PM on January 19, 2024**.
 - b. Partners should include as much detail on their activities this quarter as possible and attach any marketing documents or event photos.
6. PC4A Transfer Scholarship
 - a. Partners are asked to provide feedback on the following eligibility requirements:
 - i. Must have graduated from a partner school within the last 10 years
 - ii. Must have a GPA of 3.0
 - iii. Must maintain a GPA of 3.0 during award year
7. PC4A Data Analysis
 - a. The PI and PM have compiled and analyzed Y1 data. The analysis presentation is included as an attachment to this agenda and will be reviewed with partners during the meeting.
8. Social Media Campaign
 - a. The new SM campaign launched on January 1, 2024 and is planned to continue at least through the end of the Spring semester. Partners are asked to please share any event photos, upcoming events, marketing, etc. to be posted across PC4A social media accounts. Partners are also asked to interact with PC4A social media (re-post, re-share, like, comment, etc.) when appropriate and possible.

9. Tri-County Workforce Investment Board Request For Quote-Cybersecurity
 - a. TCWIB is requesting quotes to assist companies with effectively learning cybersecurity.
 - b. Quotes should address the need to understand technology within the business environment and present participants with related concepts.
 - c. Quotes are due no later than 3:00 PM on January 22, 2024. See details in attached document.
10. New PC4A Website
 - a. The new PC4A website will launch by January 31, 2024. All partners are asked to review the website for accuracy, design and content, and send any requests for changes/corrections to the PM.
 - b. Co-PIs and Key Personnel are asked to send a short bio and headshot (photos not required) to the PM as soon as possible for inclusion on the website.
11. Microsoft Co-Pilot Readiness Assessment
 - a. All Lines Technology is offering any PC4A partner a free readiness assessment for deployment of Microsoft Co-Pilot at their institutions. If anyone is interested, please contact Nick Falce at Nfalce@all-lines-tech.com.
12. Partner Updates