Minutes of the PC4A Biweekly Meeting
Held virtually on January 10, 2024 at 3:30 PM

Members Present: Jamie Bretz, Rory Butler, Michael Caglia, Celisa Counterman, Waleed Farag, Maureen Farley, Melissa Langer, Kate Love, Charlie Gambino, Sherri Mack, Greg Paonessa, Guy Patra, Erica Reighard, Lydia Taylor, Courtney Tilton, Barb Zaborowski, Leisa Zuccolotto.

Meeting Information

1. Motion to approve the minutes from the December 14, 2023 meeting was made by Barb Zaborowski and seconded by Michael Caglia. The motion was approved unanimously.
2. The PI submitted a budget reallocation request on December 13, 2023 which was fully approved by the funding agency on December 18, 2023. All partners have received a fully executed sub-award amendment and have been sent a new Y2 Invoice Template which should be used moving forward.
3. Bucks has received a fully executed subaward.
4. The PI and PM have been working with POGIL representatives to determine best possible dates for the upcoming faculty development workshops. Partners were asked to provide feedback on the dates available:
   a. WCCC confirmed April 12, 2024 for the West PA Partner Workshop.
   b. NCC tentatively confirmed April 5, 2024 for the East PA Partner Workshop and will get back to the PI and PM for an official confirmation.
   c. Partners were asked to begin recruiting and announcing the workshop. The PM will send a flyer, link to the registration form, and a description of the workshop as soon as possible.
5. Partners were reminded that invoices were due today, January 10, 2024.
6. As of January 4, 2024, all partners have been issued an allotment of virtual lab vouchers, either from Cengage or TestOut. Vouchers were distributed based on requests from partners and the availability of funds in the LO budget. Partners were encouraged to use their own budgets to purchase additional vouchers if needed/necessary to help reach project objectives.
7. Partners were reminded that the first quarterly report is due by 5:00 PM on January 19, 2024, and were asked to send their reports as soon as possible, along with any photos, marketing, etc. to help document their efforts.
8. PC4A will be offering scholarships to any PC4A Partner graduate who enrolls in the IUP Computer Science – Cybersecurity track program. Partners were asked to provide feedback on the proposed eligibility requirements for the scholarship program:
   a. Must have graduated from a partner school within the last 10 years
      i. Partners agreed that 10 years was too long. The requirement was updated to 5 years, with 10 years permitted if the applicant has previous computer science related work experience.
   b. Must have a GPA of 3.0
      i. Approved by partners
   c. Must have a GPA of 3.0 during award year
      i. Approved by partners
9. A new social media campaign launched on January 1, 2024, with a goal of up to daily posts. Partners were asked to please interact with PC4A social media to help increase PC4A follower count and reach. Partners were also asked to share any information/images/etc. that can be publicized on PC4A social media accounts.

10. Tri-County Workforce Investment Board has released a request for quote for cybersecurity training. More details will be emailed to partners at the conclusion of this meeting. Quotes are due by 3:00 PM on January 22, 2024.
11. The stand-alone website is planned to launch by the end of January or in February 2024. Partners were asked to carefully review the website for accuracy, design, and content, and provide feedback to the PM by **January 20, 2024**.
12. All Lines Technology is providing a free assessment for any PC4A Partner who might be interested in learning how to utilize Microsoft Co-Pilot at t
13. heir institution. Anyone interested should contact Nick Falce at nfalce@all-lines-tech.com.
14. An analysis of Y1 data was provided to partners, and all slides were shared with partners prior to the meeting. Partners were asked to review the presentation to see how their efforts have had a positive impact on reaching project objectives. Partners were also asked to see areas where they could make more effort to reach students in targeted areas, specifically women, minority students, those from underrepresented groups, and veterans/military connected students.
15. Partners provided the following updates:
    a. **PHCC**: Work on the quarterly report has been ongoing, and course work items are in the process of being finalized. Meetings with school districts will be held in the next week to determine how many students may become involved with the new Institute for Cybersecurity. A new marketing campaign is also underway and will be launched soon. One certification-prep workshop will be held during the spring, with two separate sessions to encourage more involvement with cyber games.
    b. **BC3**: A winter bootcamp was held for CompTIA Network+ with four students, and vouchers will be awarded as soon as possible. A new marketing campaign will launch during "Data Privacy Week" which occurs at the end of January.
    c. **WCCC**: The A+ bootcamp was held in December with about 15 students. Students who completed the bootcamp must pass an exam to be awarded the first A+ exam voucher, and will be awarded the second voucher after successfully completing the first A+ exam. A forensics class will be held with 24 CTC students, and students who complete the class will also be awarded an exam voucher. Interviews for the intern position have been completed, and two interns have been identified for the next two semesters. Cyber competitions will be an upcoming focus, hopefully in collaboration with PHCC.
    d. **NCC**: A meeting to discuss the Y2 budget will be held soon. NCC will be hosting the upcoming 3CS, which may continue in future years if successful. A Cybersecurity Open House for high school students will be held soon, which will include workshops, an industry panel, and a job fair. Curriculum changes are also underway. Two internships are currently ongoing, and two more are planned to Tobyhanna Army Depot. 221 internship hours were offered during the fall semester.
    e. **MCCC**: The A+ bootcamp with 10 students just finished and was determined to be a bit too fast paced. The bootcamp will be extended, and vouchers will be awarded to students for completing the bootcamp. Hiring of the intern is currently being finalized, and another IT intern position will be posted soon. MCCC is hosting the Skills USA competition, and scholarships are expected to be distributed soon. Rebecca Hays will be serving in the Grant Manager position until the position can be filled.
    f. **BUCKS**: Preparations for the upcoming semester are underway. Cengage licenses were distributed to faculty, and TestOut vouchers will be purchased soon. Actions are being taken to

streamline internal processes. Bootcamps will be held near the end of the Spring 2024 semester. Professional development activities are scheduled, and marketing initiatives are underway.

16. The next meeting will be held on January 24, 2024 at 3:30 p.m. EST.
17. With no further business, the meeting concluded at 4:30 p.m.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag