Minutes of the PC4A Biweekly Meeting
Held virtually on October 12, 2023 at 3:00 PM

Members Present: Jamie Bretz, Michael Caglia, Celisa Counterman, Rory Butler, Waleed Farag, Maureen Farley, Melissa Langer, Sherri Mack, Charles Marchione, Guy Patra, Erica Reighard, Christie Sever, Lydia Taylor, Susan Testani, Courtney Tilton, and Barb Zaborowski.

Meeting Information

1. Motion to approve the minutes from the September 28, 2023 meeting was made by Erica Reighard and seconded by Sue Testani. The motion was approved unanimously.
2. Partners were given an overview of the new process for requesting additional funds in Year 2:
    a. The "Additional Funds Request Form" must be submitted for each item/purchase.
    b. The requested funds must be included under the same budget line item as approved in Year 1, unless the request is to move the funds into "Participant Support."
    c. The request must include a detailed timeline of when the requested funds will be spent, and this timeline can't exceed three months from the date of the request approval.
    d. All request forms should be combined into one PDF, and any obtained quotes should be included.
3. Partners were asked to follow the procedures below when submitting invoices:
    a. The provided excel template should be signed, not the PDF version.
    b. No changes can be made to the excel template as this will cause the formulas to not work correctly.
    c. Documentation provided should include only information related to the invoice, all other data/pages should be removed, and highlights should be added to make reviewing each invoice easier and more efficient.
4. For the first time, all partners submitted their invoices by the 10th deadline. The PC4A Team is very appreciative of partner efforts to meet this deadline and encourages all partners to continue doing so in the future.
5. Based on the submitted invoices, a summary of the percentage currently spent for each partner was provided, (see table below). Partners were reminded that it is vital that all budgets are spent by the end of the second year, and each should have a spending goal each month, where possible.

Partner	Y2 Budget Spent
BC3	1.7%
MCCC	3.6%
NCC	2.0%
PHCC	14.7%
WCCC	0.4%

6. MCCC asked partners for feedback on relevant certifications, courses, etc. that would allow faculty to be prepared to teach a Windows Server course in the spring:
    a. Rory Butler suggested CompTIA.
    b. Charles Marchione suggested TestOut.
    c. Michael Caglia suggested MindTap through Cengage.

7. PC4A promotional materials have been created (flyer, brochure, banner, Y1 Newsletter, and Y1 Accomplishments flyer). Partners are asked to review the documents for accuracy and errors and provide feedback to the PM by no later than 12:00PM on Friday, October 13, 2023.
8. Reminders for the following events were provided:
    a. BSides Flood City, October 26, 2023 at Penn Highlands Community College.
    b. IUP Cybersecurity Day on October 31, 2023, and IUP Main Campus.
        i. Streaming may be provided for East PA partners, and information will be shared as soon as possible.
9. The Start Engineering publication was shared with all partners, as this might be a very good resource for K-12 outreach.
10. The next bi-weekly meeting will be moved to Thursday, November 2, 2023 and all subsequent meetings will be adjusted by one week for the remainder of the fall semester. A new calendar invite will be shared with partners soon.
11. Partners provided the following updates:
    a. **PHCC:** An event for high school outreach is scheduled for November 17, 2023. Greg and Leisa are still currently working on curriculum changes that will be presented at the upcoming senate meeting, and cyber game offerings are currently under review. A Network+ workshop will be offered on November 10, 2023.
    b. **WCCC**: Faculty and students are planning to attend both BSides and the IUP Cybersecurity Day. Two advisory committee meetings are scheduled with Mon Valley CTC and Connellsville CTC.
    c. **NCC**: Last interview for the full-time position is schedule for Friday, and two students have been registered for the CompTIA exams, with 10 more expected. Open houses are scheduled for Saturday, October 21, 2023 and Saturday October 28, 2023, and information on the project will be provided. The laptop loaner program has been launched, and two computers are currently out on loan. A meeting is being planned with the three NCC High School Liaisons to help with K-12 outreach. Meetings have been held to offer a STEM challenge that covers 14 school districts in April 2024. Three internships are running, with two at TobyHanna Army Depot.
    d. **BUCKS**: Currently in the process of preparing Y2 documents. Plans are scheduled for connecting with high school students, including the upcoming Future Ready Conference. A Python mini bootcamp is also being planned. A diversity and inclusion faculty development workshop is being planned for STEM faculty, which may be offered to all PC4A partner faculty. One student who attended the Network+ bootcamp is planning to test in December, and other participants are being contacted to encourage exam completion.
    e. **BC3**: Faculty and students will be attending IUP Cybersecurity Day.
    f. **MCCC**: Three intern positions have been approved and posted. Work with coordinators has begun to create more intern positions and possibly hire students as tutors in the tutoring center, particularly in coding courses. Open houses start this week, and PC4A will be represented at both. New handouts have been created for programs. Meetings with veteran students are being planned to determine how PC4A can support their education. Plans are underway to possibly send a representative to IUP CS Day. CCNA and A+ review sessions are being planned and will be held at the end of the year.
12. Rory Butler asked for clarification for faculty being hired as tutors/coaches:
    a. Justification needs to be provided in the Scope of Work, and funds should be included in the budget.
13. The next meeting will be held on Thursday, November 2, 2023, at 3:00 p.m. EST.
14. With no further business, the meeting concluded at 3:54 p.m.

Action Items:

Action	Person Responsible
Send CS Day Travel Guide to MCCC	Lydia Taylor
Send PC4A promotional materials to partners for review/distribution.	Lydia Taylor
Send new PC4A Bi-weekly meeting calendar invite	Lydia Taylor

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag