

PC4A Biweekly Meeting
December 14, 2023 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from November 30, 2023, meeting.

Announcements/Updates

1. POGIL Faculty Development Workshops
 - a. Partners who have volunteered to host the event are asked to share available dates as soon as possible.
2. Budget Re-allocation/Additional Fund Requests
 - a. The PI and PM are currently working to submit the budget re-allocation request to the funding agency. Once approved, fully executed subaward amendments will be sent to partners, along with an updated Invoice Template that should be used moving forward.
3. Distribution of Virtual Software Vouchers
 - a. The PI is currently reviewing voucher requests in relation to the expected approval of the budget reallocation, see above. The total number of vouchers to be provided to each school will be shared soon.
4. Invoice Updates
 - a. November 2023 invoices were due on December 10, 2023. Partners are reminded to submit invoices by the 10th of each month to avoid reimbursement delays.

Partner	Budget Spent Through November 2023
LO	13% (through Oct)
BC3	10%
MCCC	11%
NCC	6%
PHCC	20%
WCCC	1%

5. PC4A Transfer Scholarships
 - a. Partners are asked to provide an estimate of how many students (current and alumni) they think would be interested in applying for the scholarship, which is estimated to cover one year of tuition.
6. Spring 2024 Bi-weekly Meeting Schedule
 - a. Tentatively scheduled for Wednesdays from 3:30PM to 4:30PM.
7. Launch of Social Media Campaign
 - a. A new social media campaign will launch on January 1, 2024. Partners are asked to please keep the PM updated with activities, advertisements, and event photos to be shared on social media.
8. Partner Updates