

Minutes of the PC4A Biweekly Meeting

Held virtually on December 14, 2023 at 3:00 PM

Members Present: Jamie Bretz, Rory Butler, Michael Caglia, Celisa Counterman, Waleed Farag, Maureen Farley, Melissa, Charlie Gambino, Langer, Sherri Mack, Charles Marchione, Guy Patra, Christie Sever, Lydia Taylor, Courtney Tilton, Barb Zaborowski, Leisa Zuccolotto.

Meeting Information

1. Motion to approve the minutes from the November 30, 2023 meeting was made by Barb Zaborowski and seconded by Leisa Zuccolotto. The motion was approved unanimously with corrections to dates.
2. WCCC will be hosting the POGIL workshop for West PA partners, and NCC will be hosting the workshop for East PA partners. The PI and PM are working with POGIL representatives to finalize schedules.
 - a. **WCCC:** Unavailable dates have been sent to POGIL, more details will be shared soon.
 - b. **NCC:** Unavailable dates are March 3-8, March 11-15, and April 11. A Friday in April is preferred.
3. The PI submitted the budget reallocation request to the funding agency on December 13, 2023. Once the funding agency has approved the request, partners will be issued subaward modifications and new Y2 invoice templates.
 - a. Two partners received fully executed subaward modifications prior to DoD approval. If the DoD requires any changes to the budget, new subaward modifications will need to be signed.
 - b. Partners are not able to spend any additional requested funds until the funding agency approves the new budget, and current Y2 invoice templates should be used until further notice.
4. All partners have submitted requests for virtual lab vouchers. Once the budget reallocation is approved, partners will be contacted with the number of vouchers that the LO can provide. Partners were asked to provide feedback on their timeline for voucher distribution, to prevent delays in course material access. The PI will reach out to the funding agency for a timeframe for budget reallocation approval.
 - a. **NCC:** Vouchers won't be distributed until the end of add drop.
 - b. **BUCKS:** Would like to distribute vouchers as soon as possible.
 - c. **BC3:** Suggested that partners work with their bookstore take the book off the "shelf," and faculty can request that students use the two-week free trial if voucher distributions are delayed.
5. Almost all partners submitted invoices on time, and the table below was shared showing funds spent through November. Expenses for the LO are one month behind due to the reporting periods of the IUP Research Institute. Partners were asked to share if they have any upcoming expenses:
 - a. **WCCC:** Payroll and expenses for the A+ workshop should be included on the December invoice.
 - b. **MCCC:** Tutoring and workshop expenses should be included on the December invoice.

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

6. If approved, the LO will be offering transfer scholarships to any PC4A partner student who transfers into IUP's Computer Science Cybersecurity program. Partners were asked to provide an estimate of how many students may be interested:
 - a. **BC3:** 1-2
 - b. **WCCC:** 2
 - c. **PHCC:** Will check with faculty.
 - d. **BUCKS:** There may be some interest if research opportunities are available.
 - e. **NCC:** Will provide soon.
 - f. **MCCC:** Might have 1-2, more if international students are permitted to apply.
7. The Spring 2024 bi-weekly meetings will be held on Wednesdays from 3:30PM to 4:30PM, and the next meeting will be held on January 10, 2024.
8. The social media campaign will be re-launched on January 1, 2024 with the goal of daily posts. Partners were asked to keep the PM informed of their activities and events, and to please share any content that can be posted on social media.
9. Partners provided the following updates:
 - a. **BUCKS:** Fall bootcamps were moved to Spring, and they are close to finalizing an MOU with Thomas Edison State University. A high school presentation was made on December 7, and photos will be shared soon.
 - b. **WCCC:** The A+ Bootcamp began December 11, 2023, with 16 participants. Due to a purchasing issue, camp materials were delayed but PI's were able to continue with the camp using materials already available. The delayed books will arrive on Friday. Interviews for the Spring internship are currently underway, and the Co-PI has been involved in a few occupational advisory committees with CTC's. Classes have been held with CTC students.
 - c. **PHCC:** Books have been ordered for the bootcamp, and activities are underway to get students excited about the launch of the Institute for Cybersecurity in the fall. Incentives will be purchased to keep students engaged on the spring semester, and a bootcamp will be held over the winter break.
 - d. **BC3:** The Network+ bootcamp began on December 12, 2023 with four participants. A press release about the scholarship awardees is now live, and has been shared with the PM.
 - e. **NCC:** Interviews have been held for professional tutors, and one has been hired. Students from the CS Club attended Bsides in Philly. 12 more scholarships have been awarded. Internships with Tobyhanna Army Depot have finished, and another internship has recently started at another company. Meetings with the Outreach Coordinator and Student Support Specialist have been held to develop new recruitment materials. 200 hours of internships offered during the fall.
 - f. **MCCC:** The CCNA bootcamp is ending this weekend, and the A+ workshop starts next week. The internship position closed and candidates will be called for interviews. The spring internship with the IT department will be posted shortly, and interns will be working to improve the AI chatbot.
10. The next meeting will be held on January 10, 2024 at 3:30 p.m. EST.
11. With no further business, the meeting concluded at 4:00 p.m.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag