Minutes of the PC4A Biweekly Meeting

Held virtually on February 20, 2023 at 3:30pm

Members Present: Kami Abdala, Jamie Bretz, Rory Butler, Waleed Farag, Maureen Farley, Les Graves, Ute Lowery, Sherri Mack, Greg Paonessa, Lydia Taylor, Barbara Zaborowski, Leisa Zuccolotto

Meeting Information

1. Motion to approve the minutes from the February 6, 2023 meeting was made by James Bretz and seconded by Greg Paonessa. The motion was approved unanimously.
2. Action Item Update: Bucks requested additional vouchers for their students, and Cengage was contacted to see if it was possible for those vouchers to be purchased under IUP's contract with the invoice sent to Bucks. This is not possible and Bucks will need to explore a separate contract with Cengage to purchase additional vouchers.
3. Partners were updated about the upcoming faculty development events:
    a. The event for WCCC will be held on April 1, 2023 in the areas of Block Chain, Cloud Security, and Cryptography. All speakers have confirmed.
    b. The event for PHCC will be held on April 15, 2023 in the areas of Cloud Security, Cryptography, and Digital Forensics. The PI is still waiting on confirmation from the speaker for Digital Forensics.
    c. PHCC was asked to provide confirmation on the meeting method and number of faculty expected to attend:
        i. The event will be held online only with 15 expected participants.
4. The PI will be presenting at the DoD STEM Technical Exchange meeting and will be discussing the progress of the PC4A project. Partners will be updated about the outcome of this event at the next meeting.
5. As of this meeting, there have not yet been any scheduled tutoring sessions or any students attending any of the writing center workshops. Partners were encouraged to remind students of or even require the use of these services in their courses, and an reminder of the offered services was provided. Partners were also asked to offer feedback as to why these services are not being utilized by their students:
    a. Greg Paonessa: Greg has previously reminded his students about the services but is concerned about how closely the students' courses fit with the available services.
    b. Barb Zaborowski: Barb expressed concern that students wouldn't be interested in tutoring sessions offered by people that they are unfamiliar with, and that students would prefer tutoring sessions that are available through the PHCC tutoring center.
    c. Sherri Mack: Sherri suggested faculty encourage students to attend the writing center workshops, in particular the sessions covering resume writing and cover letters as a different perspective might be beneficial for students.
6. The RI provided reminders regarding invoicing procedures:
    a. The funding agency isn't only going to rely on the quarterly and annual reports to determine progress, they are also going to be reviewing invoices and funds spent.
    b. Partners were asked to submit invoices regularly and often, but not more than monthly.
7. Partners were reminded about the new social media marketing campaign and were asked to provide an update on whether their marketing departments will require prior approval before any postings. Any

partners who did not know for sure about the requirements from their marketing department were asked to send contact information (name and email) to the PM.
   a. BC3- contact information will be sent soon.
   b. BUCKS-there have been staff changes within the marketing department recently and PC4A can move forward with any planned posts until the open positions have been filled.
   c. MC3-contact information will be sent soon.
8. All partners were asked to provide an update on current activities and upcoming events:
   a. BC3
      i. One cybersecurity student is going to be giving a presentation on his internships. There is also another certification prep workshop planned for the spring.
   b. BUCKS
      i. Currently working on curriculum changes and developing the tutoring program. There are faculty interested in providing more one-on-one assistance, but only student tutors will be compensated with grant funds.
   c. MC3
      i. Bootcamps are being planned for the Network+ and Security+ certification exams, and exam vouchers will be provided to participants.
      ii. Working on trying to hire more faculty.
      iii. MC3 is a CISCO Networking Academy and if anyone needs assistance they are encouraged to reach out to Jamie Bretz.
      iv. Looking into offering a hackathon event.
   d. PHCC
      i. Workshop for CompTIA Security+ planned for Friday, February 24, 2023. There are currently six participants signed up with more expected. A flyer was distributed to students in the affiliated programs.
      ii. Working on getting PHCC students involved in the NCAE Cyber Games.
      iii. A public cybersecurity event is planned for March 25, 2023. 8-9 speakers are planned across two groups with the possibility of more.
         1. Greg Paonessa asked for feedback from the RI regarding any limitations on purchasing give-away items:
            a. Items are permitted as long as the items will be useful to students. T-shirts promoting the PC4A project and the cybersecurity event were specifically mentioned, and are permitted as long as offerings are size inclusive. Most agencies do not like to see the purchase of food unless the event is day-long.
9. Partners were reminded to keep the PC4A project team informed of all activities, and to share any marketing materials with us to be included in our reports and shared across our social media accounts.
10. The next scheduled meeting will be held on Monday, March 6, 2023 at 3:30 pm EST.
11. With no further business, the meeting concluded at 4:15 pm EST.

Item	Person Responsible
Email marketing department contact info to PM	All partners

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag