

**PC4A Biweekly Meeting**  
**March 20, 2023 at 3:30pm**  
**Agenda**

**Previous Meeting Actions**

1. Approval of minutes from March 6, 2023 meeting.
2. Update on Action Items:

Action Item	Status
All partners to email contact information to <a href="mailto:ltaylor@iup.edu">ltaylor@iup.edu</a>	Not complete

**Announcements/Updates**

1. Progress Reports/Quarterly Templates
  - a. Completed reports are due no later than **5pm on Friday, April 14, 2023 (no exceptions)**.
  - b. All partners except one have complete or at least scheduled a one-on-one meeting to discuss progress.
  - c. Partners are reminded to include as much possible detail in their reports, covering all grant related activities, accomplishments, plans, etc.
2. Invoice Reminders
  - a. All partners must submit invoices by **no later than 5pm on Friday, April 14**.
  - b. Any partner who does submit an invoice for this quarter will need to schedule an additional one-on-one meeting to discuss options for the continuation of their contract in Year 2.
3. Upcoming Annual Conference
  - a. Tentatively scheduled for Wednesday, May 31, 2023
  - b. Partners must submit names and email addresses for any attendees.
  - c. Partners should be prepared to make a 20-minute presentation during the conference which addresses the following:
    - i. Overview of Y1 planned activities
    - ii. Accomplishments thus far
    - iii. Future Y1 activities
    - iv. Challenges
    - v. Lessons learned
4. Certification Survey for Baseline Data Collection
  - a. The IUP IRB has been contacted regarding our use of the survey. Partners are not to distribute the survey until we heard back from the IRB.
  - b. Partner are asked to provide feedback on the survey or other possible options for creating a baseline of certification rates.
5. New Cisco Certifications – Certified Support Technician, Cybersecurity or Networking
  - a. New certifications not currently approved by the DoD, however:
    - i. Cisco describes these certifications as the first step to obtaining CyberOps and CCNA, which are approved.

- ii. Project objectives should be focused on DoD approved certs, but these certs might be a good start for students might not otherwise get/be able to get certified.
- 6. Social Media Updates
  - a. Campaign to begin March 20, 2023
  - b. Partners are reminded to involve their marketing department with PC4A for a wider reach in social media marketing efforts.
- 7. Partner Reports/Questions