

Minutes of the PC4A Biweekly Meeting

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

Members Present: Jamie Bretz, Rory Butler, Michael Caglia, Waleed Farag, Rebecca Hays, Ute Lowery, Sherri Mack, Greg Paonessa, Erica Reinghard, Christie Sever, Lydia Taylor, Leisa Zuccolotto

Meeting Information

1. Motion to approve the minutes from the March 6, 2023 meeting was made by Leisa Zuccolotto and seconded by Michael Caglia. The motion was approved unanimously.
2. Action Item Update: Partners were asked to send marketing department contact information to the PM. Some schools have not yet done so and were kindly asked to send the information right away.
3. Partners were reminded to complete the new Quarterly Report Template with as much detail as possible.
 - a. Partners are required to meet with the PI one-on-one to discuss progress. All partners but one have scheduled or attended the meeting.
 - b. The funding agency will be looking for proof of completed activities now that we are more than halfway through the first year. Partners are to keep track of all grant related work and include all activities in the quarterly report template.
 - c. Quarterly report templates are **due no later than 5:00pm on April 14, 2023**.
4. The PI sent an email to all partners on Friday, March 17, 2023 and reminded partners of invoicing procedures:
 - a. Each partner's accounting department should have created a cost center or account number specifically for the PC4A project. All grant expenses, including payroll, scholarships, purchases, etc. must be charged to the grant account.
 - b. Invoices must include an expense report from the partner's accounting systems for the same time period for invoice verification.
 - c. Questions should be directed to Janis Nichols at jnichols@iup.edu.
5. The PI and PM are in the process of planning the annual conference, tentatively scheduled for May 31, 2023.
 - a. Partners were asked to provide feedback on that date, which ultimately was not an option for many of the partners.
 - i. August 2023 is the next available time for the PC4A annual conference. Partners were asked to email the PM immediately after the meeting with their availability for the entirety of August.
 - b. Partners will be asked to give a 20-minute presentation on their progress, including an overview of activities, accomplishments, future activities, challenges, and lessons learned.
 - c. Partners are welcome to invite students to the annual conference if they feel it would be beneficial for the students and help reach the objectives in their SoW and the project as a whole.
6. To create a baseline of certification rates, a survey has been created that will need to be distributed to all partner Alumni in targeted programs.
 - a. The PI has started the process of obtaining IRB approval for the survey, partners are not permitted to distribute the survey until the LO receives IRB permission.
 - b. The created survey can also be used moving forward as a way of tracking certification rates if need be.

7. Cisco just released two new certifications (Certified Support Technician Cybersecurity and Certified Support Technician Networking).
 - a. While these certifications are not approved by the DoD, they are advertised as a first step in obtaining CCNA and CyberOps certifications, which are approved.
 - b. Partners should focus their efforts on DoD approved certifications, but can support these certifications as long the support matches the objectives in their SoW and the project as a whole.
 - i. Jamie Bretz is interested in using these certifications as a steppingstone into their programs, which was supported by the PI.
8. Leisa Zuccolotto shared that Cisco is hosting a meeting for women in STEM, and she is interested in reaching out to high school students to encourage them to attend the meeting and to promote PHCC.
9. Partners were reminded to continue to share information with the PI and PM to post on the project's social media accounts.
 - a. The PM will be posting on social media every weekday starting Tuesday, March 21, 2023. Partners were encouraged to share, follow, like, re-tweet etc.
10. A question was asked by Lesia Zuccolotto regarding the purchase of food during events with students:
 - a. Per the RI, if there is an all-day workshop or event and the partner has budgeted for it, food may be purchased. However, the purchase of food with grant funds is typically not allowed (for example, buying pizza for students during a lunchtime event is not permissible).
11. Partners provided the following updates regarding their activities:
 - a. PHCC: Main focus now is the first cybersecurity event to be held on Saturday, March 25, 2023.
 - b. WCCC: Going to begin marketing, currently planning two summer camps, working on hiring an intern, and have scheduled upcoming meetings with two CTC's.
 - c. BUCKS: Putting finishing touches on cyber options for a few programs, and working on CAE mapping. Also working with Cengage to obtain licenses and working with CyberRange as an option for students.
 - d. MCCC: Planning to use the new Cisco certifications as an intro to programs. Also working on certification workshops and distribution of certification vouchers, and collaborating with local high schools to beta-test remote proctoring for Cisco certification exams.
 - e. BC3: Working with marketing to launch a campaign soon, and certification boot camps are planned for near the end of the Spring semester.
12. The next meeting will be held virtually on Monday, April 10, 2023 at 3:30pm EST.
13. With no further business, the meeting concluded at 4:22 pm EST.

| Item | Person Responsible |
|--|---------------------------|
| Email marketing department contact info to PM | All partners |
| Send availability for August annual conference | All partners |

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag