Minutes of the PC4A Biweekly Meeting

Held virtually on March 6, 2023 at 3:30pm

Members Present: Kami Abdala, Farrah Bennani, Maureen Farley, Mekasha Gobaw, Ute Lowery, Sherri Mack, Victor Okorie, Greg Paonessa, Christie Sever, Lydia Taylor, Leisa Zuccolotto,

Meeting Information

1. Motion to approve the minutes from the February 20, 2023 meeting was made by Greg Paonessa and seconded by Leisa Zuccolotto. 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 asked to send the information no later than Friday, March 10, 2023.
3. Partners were sent a new quarterly report template that needs to be completed and sent to the PM by EoD Friday, April 14, 2023. Each quarterly report template is tailored to each partner and includes/requires the following:
   a. There is specific information requested for all budgeted line items. Partners must answer the questions and provide any requested attachments for all areas in their report.
      i. If no progress has been made for a particular activity, partners must provide a detailed explanation as to the delay, and include a deadline for the completion of the activity.
      ii. If no deadline is provided, the PI and PM will work with the partner to set a reasonable deadline.
   b. Partners were reminded to include as much information as possible to help compile the upcoming quarterly report.
      i. The funding agency has specifically stated that they will be looking to see our reports transition from "planning" to "accomplishments."
   c. Partners are to reach out to the PM for any assistance they may need in compiling their reports.
4. The PI and PM have begun planning the first annual PC4A conference to be held in Indiana, PA. Partners will be sent a survey/poll to help determine the best date for the conference.
   a. Dates will be chosen based on majority availability.
   b. Additional information will be shared with partners as soon as possible.
5. The PI was recently invited to give a presentation at the first DoD STEM Technical Exchange, held in Washington DC on February 23-24, 2023. He presented the progress of our project and networked with various professionals and leaders in the STEM community. More information about the conference and his presentation can be found [here](#).
6. The PI and PM will be contacting all partners soon to schedule a one-on-one Zoom meeting to discuss progress and offer assistance. Possible dates for these meetings are the weeks of March 13 and 20, 2023.
   a. The PI, PM and RI are discussing the possibility of the PM visiting each partner school to promote more collaborations. This may not be possible this year, however partners should stay tuned for additional information.
7. The PI has finalized the schedule for the upcoming Faculty Development Event at WCCC, which will be held on April 1, 2023 via Zoom. The PM is currently working on marketing materials for the event and will share those with WCCC as soon as possible.
   a. The PI is still working on finalizing the last speaker for the PHCC event that will be held on April 15, 2023 via Zoom. More information will be provided soon.

b. Other partners should be on the lookout for information regarding their own events which will be held soon.
8. Partners were reminded to submit invoices no later than April 14, 2023 to be included in the second quarterly report. The following information/reminders were also provided:
    a. Partners can submit invoices monthly; they do not need to wait until the end of the quarter.
    b. If a partner has not submitted any invoices yet, they will need to schedule a meeting with the PI to discuss options for moving forward.
        i. Dr. Bennani requested information regarding year two budgets and the following information was provided by the PM and the RI:
            1. Year two budgets will be determined by the progress made in year one. The RI will begin reviewing progress in early August and partners will be given more information then.
9. The RI is currently hosting two researchers from Africa who requested to attend the PC4A meeting to learn more about our methods of collaboration. The visiting researchers were introduced and provided information about their backgrounds.
10. Partners provided the following updates:
    a. BC3: They have awarded scholarships to 14 students. BC3 offers payment plans to students and the scholarships were awarded prior to the due date of the next round of payments, allowing the scholarship awardees financial support.
    b. MC3: A second workshop is being planned, more information will be provided via email as Jamie Bretz was unable to attend the meeting.
    c. NCC: The Science Olympiad was held on Friday, March 3, 2023 and Dr. Bennani provided an overview of the PC4A project. 165 students competed in the Olympiad, which is held every year. The Tallo platform has been purchased and STEM season will be launched on March 9, 2023. They are also working with faculty on the summer bridge camp, which will be held at two campuses.
    d. PHCC: A second workshop for CompTIA Security + was offered and eight students attended. Attending students will be given exam vouchers for their participation in the workshop. They are continuing to plan the upcoming Cybersecurity event which will be held on March 25, 2023. A process for hiring interns and tutors has been created and job postings are live.   Scholarship funds have been distributed, and MAC laptops have been purchased and are currently being set up for use. Exam vouchers will be purchased and distributed to students soon. They are also working with their marketing department on upcoming events.
    e. WCCC: The Cybertech club is helping with the BotsIQ Robotics Battle that will be held at the WCCC main campus this week. They are also working on preparations for their upcoming summer camps, working on hiring the department intern, and are looking into revamping/adding courses. A possible field trip to CMU's NREC is being explored.
11. Partners were reminded to encourage faculty to require use of the Writing Center tutoring sessions and professional workshops as there has not yet been any sessions scheduled as of this meeting.
12. Leisa Zuccolotto asked for feedback from partners regarding alternatives to Raspberry Pi's, as Pi's are difficult to find and are costly right now:
    a. Christie Sever recommended the Arduino. WCCC is going to focus more on the programming aspect of the Arduino and less on the engineering side of things.
    b. PM shared that the Arduino board was utilized in an advanced GenCyber camp and students were pleased with their experience.
13. 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