

Minutes of the PC4A Biweekly Meeting

Held virtually on April 10, 2023 at 3:30pm

Members Present: Kami Abdala, Farah Bennani, Rory Butler, Michael Caglia, Waleed Farag, Maureen Farley, Ute Lowery, Sherri Mack, Charles Marchione, Greg Paonessa, Christie Sever, Lydia Taylor, Barb Zaborowski, Leisa Zuccolotto

Meeting Information

1. Motion to approve the minutes from the March 20, 2023 meeting was made by Sherri Mack and seconded by Farah Bennani. The motion was approved unanimously.
2. Partners were reminded to submit their second quarterly report to the PM by no later than 5:00 pm on Friday, April 14, 2023.
3. All invoices should be submitted by the 10th of each month, and all Q2 invoices must be submitted to the PM no later than 5:00 pm on Friday April 14, 2023.
 - a. A question was posed regarding moving money from Y1 budget to Y2. Partners were reminded that Y1 funds should be spent in Y1, and to follow the procedures previously laid out for budget modifications. Changes to Y2 budgets will be discussed with each partner one-on-one. Although it is unlikely that funds will be rolled from Y1 to Y2, there is a possibility of shifting funds from one partner to another.
4. The first Annual Partner Conference will be held at KCAC on August 8, 2023. If partners need assistance with travel accommodations, please contact the PM.
5. The first Faculty Development Workshop offered by PC4A was held at WCCC on April 1, 2023. Participants were surveyed at the end of the workshop, and feedback was very good.
6. The next Faculty Development Workshop will be offered on April 15, 2023 at PHCC. There are currently four participants registered for the event.
 - a. Faculty at other schools expressed interest in attending the PHCC workshop. While this is not a problem, faculty should keep in mind that each partner selected topics that will be the focus of their own faculty development workshops, and there may be overlap between topics.
 - b. Faculty Development workshop offerings may be adjusted to include all partner faculty in Year 2 depending on topics and partner feedback.
7. The [certification survey](#) that was previously distributed to partners has been submitted to and approved by the IUP IRB. The PI also submitted the survey and IRB approval to the OHRO. Once the OHRO approves the survey, partners will be asked to distribute the survey.
8. The PM reviewed all collected baseline data with partners, which will be distributed at the conclusion of the meeting.
 - a. Only one school currently tracks “Rural Students.” As this is not an area of focus for the first year, this data may be omitted from our reporting.
 - b. Barb Zaborowski shared that all Underrepresented Groups are required to be tracked by institutions who accept Perkins loans. It may be possible to obtain this data if partners reach out to whomever submits institutional information into the PIMS system.
 - c. Partners were encouraged to begin tracking as much data as possible if they are currently not tracking in all categories.
 - d. Partners were asked to review the data and inform the PM of any issues or additions. Analysis of the data will be included in future meetings.

9. Partners were asked to provide feedback on the possibility of transitioning the PC4A website to a stand-alone site, outside of the IUP System. The following questions were asked/feedback given:
 - a. A partner asked if IUP is placing restrictions on the size of the site. They are not limiting the PC4A site in any way.
 - b. Leisa Z. voted to keep the site as it is.
 - c. Barb Z. voted to transition to a stand-alone site.
 - d. A partner asked if the transition would assist with search engine results. This might be the case but the LO will be checking on that.
 - e. The PI encourages partners to review the website and consider the transition. A decision whether to transition to a stand-alone site or stay within IUP's system needs to be made soon.
10. Partners provided the following updates:
 - a. PHCC: Videos and photos from the public Cybersecurity Event will be available soon. PHCC staff have plans on changing the cybersecurity event based on feedback and participation, including moving the event from the weekend to a weekday, and potentially bussing in students and senior citizens.
 - i. The PI suggested having another event in May if possible.
 - b. NCC: Meetings with high schools are scheduled for this week, which will include a presentation on the PC4A project, and Tallo has produced a video on NCC cybersecurity and STEM programs. There is also a meeting scheduled with the Army Depo to facilitate increasing student involvement in the Army Depo without having an official internship program.
11. The PI and PM will be meeting with faculty from Stevens Institute of Technology to discuss the PC4A project. Partners will be given an update on the outcome of this meeting soon.
12. Partners were provided information on the [National Community College Cybersecurity Fellowship Program](#) through NCyTE.
13. Partners were reminded to review the PC4A Budget/Invoice Reminders document and the Budget Modification forms that were sent to all partners via email.
14. With no further business, the meeting concluded at 4:32 pm EST.

Item	Person Responsible
Send Baseline Data to all partners	Lydia Taylor

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag