

Minutes of the PC4A Biweekly Meeting

Held virtually on April 17, 2023 at 3:30pm

Members Present: Kami Abdala, Farah Bennani, Rory Butler, James Bretz, Michael Caglia, Waleed Farag, Sherri Mack, Greg Paonessa, Erica Reighard, Christie Sever, Lydia Taylor, Barb Zaborowski, Leisa Zuccolotto

Meeting Information

1. Motion to approve the minutes from the April 10, 2023 meeting was made by Sherri Mack and seconded by James Bretz. The motion was approved unanimously with the following update:
 - a. Update minutes to reflect "Tobyhanna" Army Depot.
2. All partners were sent the Baseline Data Presentation prior to the meeting.
3. All partners were thanked for submitting their quarterly reports. Partners were asked to stay tuned for requests for additional information.
4. On April 13, 2023, the PI and PM met with Dr. Kisker who has partnered with Stevens Institute of Technology to perform research on DoD funded projects. Dr. Kisker was impressed with our work and the PC4A Project may be selected to be part of the study. Partners will be updated as more information is available.
5. The originally designed Certification Survey was approved by both the IUP IRB and OHRO. However, it was determined that it would better serve our data collection purposes to combine certification and employment information into one survey. The survey will be updated to reflect this change and the PI will submit the survey to the IUP IRB for approval. The OHRO communicated that any non-substantive amendments to our approved IRB protocol do not need to be approved through them. Partners are asked to delay sending the survey until the PI receives approval for the updated survey from the IUP IRB.
6. Partners were reminded that the PI has given approval for partners to offer exam vouchers to survey respondents as they see fit if they have funds in their budget to do so.
7. Partners were asked to provide an update on their activities:
 - a. PHCC: The recent faculty development workshop was well received by participants. A Linux+ certification workshop will be offered on April 21, 2023. Exam vouchers will be provided to participants.
 - b. NCC: The April invoice will reflect additional purchases and activities.
 - c. BC3: A marketing plan has been established and will launch in April. BC3 was invited to a poster session at Slippery Rock University, and Les Graves will take a group of students to the event at the end of April.
 - d. BUCKS: A presentation was given to high school students from Upper Bucks county on cybersecurity. Staffing issues have been resolved, and more activities are expected in the future. A presentation is being developed for veterans, and the marketing department is currently working on a marketing plan.
 - e. MCCC: CTE Dual Enrollment Day will be held on Friday, April 21, 2023 and participants will experience a day in the life of a cybersecurity student. Chief Science Officers will be on campus for their year-end meeting and will be given information on the PC4A project and computer science programs. Workshops are scheduled in May for CCNA certification. An advertising plan should be launched by the end of the month.
 - f. WCCC: Interviews for a summer intern have been held, and a candidate has been selected.
8. Partners were reminded to submit budget modifications as soon as possible. If partners would like to use funds in areas that were not originally part of their scope of work, they will be permitted to do so

after the submission and approval of detailed justifications. Partners were also reminded that funding agencies are taking unspent funds very seriously, and it is vital that all partners have a goal of spending their entire budgets on approved activities.

9. Partners were reminded to be on the lookout for information on upcoming Faculty Professional Development events at their campuses.
10. PHCC asked for partners to provide events that students might be able to attend:
 - a. The [BotsIQ Combat Robotics](#) finals will be held at the end of April at PennWest California.
 - b. [ISTE](#) has an event coming up, the agenda will be shared as it becomes available.
 - c. [The Aerium Summit](#) is planned for the end of May which will include many DoD Agencies.
11. With no further business, the meeting concluded at 4:15 pm EST.

Item	Person Responsible
Send CompTIA prices to partners	Lydia Taylor

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag