

PC4A Biweekly Meeting

May 1, 2023 at 3:30pm

Agenda

Previous Meeting Actions

1. Approval of minutes from April 17, 2023 meeting.
2. Update on Action Items:

Action Item	Status
Send Cengage Price List to all Partners	Complete

Announcements/Updates

1. Quarterly Report Updates
 - a. The Second Quarterly Report will be submitted on April 28, 2023, and a link to the report will be shared with all partners soon.
2. Invoice and Budget Modifications Reminders
 - a. See attached reminders with highlighted updates.
3. Certification & Employment Survey
 - a. The PI emailed the survey link to all partners on April 20, 2023. Please continue to distribute the Certification & Employment survey. Currently only one response has been received.
 - b. The PI approved that partners offer exam vouchers (to randomly selected respondents) if there are resources available in their budget.
4. Faculty Professional Workshops
 - a. Based on the submitted partner's availability, the PI is working on organizing Faculty Professional Workshop(s) during the week of May 8 to BC3 and BUCKS faculty. Details will be shared as soon as available.
5. Year 2 Updates and Deadlines
 - a. PC4A and RI Staff will meet to determine deadlines and procedures for Year 2.
 - b. All preliminary Y2 budgets and updated Scopes of Work are **due by June 2, 2023**.
6. New Certifications through (ISC)²
 - a. (ISC)² has created the new "Certified in Cybersecurity" certification which covers five domains: Security Principles, Network Security, Access Control Concepts, Security Operations, and Business Continuity, Disaster Recover, and Incident Response.
 - b. Certified in Cybersecurity is advertised as an excellent way for students to build a strong foundation and become familiar with exam formats. Visit the [\(ISC\)² website](#) for details.
 - c. Free training and exam vouchers for CAE schools are available through Carter Enterprise Solutions.
 - i. Any interested schools should complete the [online survey form](#) to receive more information on offering the training and exam vouchers to your students.
7. Partner Reports/Questions

PC4A Budget/Invoice Reminders

(updated 4/24/2023)

Invoice Reminders

1. All submitted invoices must be accompanied by an accounting report from the account/cost center that was created specifically for this project.
 - a. All values on the report must match the submitted invoice.
2. Invoice amounts should be rounded to the nearest cent (not dollar).
3. Invoices should be submitted monthly (preferably by the 10th of the following month, if possible).

Budget Modifications (moving funds from one category to another)

1. Funds may not be removed *from* "Participant Support" but can be moved *into* "Participant Support."
2. If requesting less than 10% of your total budget to be moved between categories, email ltaylor@iup.edu with the following information:
 - a. Total amount to be moved.
 - b. Where the funds will be taken from.
 - c. Where the funds will be moved to.
 - d. A brief explanation for the change.
3. If requesting more than 10% of your total budget to be moved between categories, email ltaylor@iup.edu with the following information:
 - a. Total amount to be moved.
 - b. Where the funds will be taken from.
 - c. Where the funds will be moved to.
 - d. A detailed explanation for the change, including:
 1. Why the funds in the original category will not be spent?
 2. How does moving the funds match the proposed activities in your Scope of Work?
 3. If adding a line item that was not mentioned in your Scope of Work, what are the plans for these funds and how has your Scope of Work changed?
4. All budget modifications must use the provided "Budget Modification Template" that was distributed to all partners on April 6, 2023.
5. Budget modifications must be submitted and approved prior to spending any funds following the new budget.