

# Minutes of the PC4A Biweekly Meeting

Held virtually on May 1, 2023 at 3:30pm

**Members Present:** Kami Abdala, Rory Butler, James Bretz, Michael Caglia, Waleed Farag, Maureen Farley, Ute Lowery, Sherri Mack, Greg Paonessa, Erica Reighard, Lydia Taylor, Barb Zaborowski, Leisa Zuccolotto

## Meeting Information

1. Motion to approve the minutes from the April 17, 2023 meeting was made by Leisa Zuccolotto and seconded by Sherri Mack. The motion was approved unanimously.
2. The second quarterly report was submitted to the funding agency on April 28, 2023. All partners were thanked for their assistance and cooperation throughout the process of compiling the report.
3. Partners were reminded of budget modification and invoicing procedures:
  - a. Budget modifications need as much documentation as possible and include justification for all changes. Moving funds from an area requires a few sentences as to why the funds couldn't be spent, and new line items or added funds require a few sentences as to how these funds are needed to achieve project objectives.
  - b. Budget modifications should be submitted using the "Budget Modification Template" that was sent on April 6, 2023 and all information in that Excel template needs to be completed.
4. The certification and employer survey has been approved for distribution and the link was sent to all partners on April 20, 2023. Partners were asked to continue distributing the survey to their alumni and to report on the status of the distribution:
  - a. PHCC: A contact list has been completed and the survey will be distributed soon. An amazon gift card will be distributed to randomly selected participants.
  - b. BUCKS: Working on compiling the contact list now and will consider offering an incentive.
  - c. MCCC: Contact information has been requested and the survey will be sent soon.
5. Faculty Development Workshops have been scheduled for BC3 and Bucks on May 10 and 11, 2023, respectively. BC3 and Bucks Co-PI's were asked to begin marketing the workshops to their faculty as soon as possible. The PI has approved incentives for participation.
6. PI and PM met with the RI team on May 1, 2023, to discuss plans for Y2:
  - a. Partners are asked to try to complete all plans for Y1.
  - b. Y2 budgets, budget justifications, updated Scopes of Work, and a comprehensive list of Y1 accomplishments need to be **submitted by Friday, June 2, 2023**.
7. (ISC)<sup>2</sup> has created a new "Certified in Cybersecurity" certification that might be beneficial for students as a steppingstone to additional industry related certifications. Training and exam vouchers are free to the first million people who register. Partners may also register their schools via an online form to allow their students to sign up for training and exams.
  - a. PHCC has already completed the registration and their students are able to register.
8. Partners were sent the price list for all DoD approved certifications:
  - a. Any certification on the price list with a single asterisk (\*) indicates that the certification is not approved by the DoD but may still be beneficial for students.
  - b. For faculty interested in obtaining certification, the PC4A project will only cover DoD approved certifications.
9. Partner updates:
  - a. PHCC: Has been working on finalizing their Y1 budget modifications. The certification and employment survey will be sent soon. A new High School event is being planned, and the Co-

PI's are currently working on CAE re-designation. The intern will begin employment once the semester has concluded. The admissions department is now utilizing information about the project when they are visiting schools.

- b. MCCC: CTE Dual Enrollment Day was held on April 21, 51 people attended. Participants went on a campus tour and participated in an escape room. A list of graduates has been requested and the survey has been sent for approval. A Network+ bootcamp is planned for some time in May 2023. Certification testing will occur on campus after the bootcamp. Another bootcamp is planned for June or July. Each bootcamp is expected to have 15-20 participants, students from previous semesters have also been invited.
  - c. WCCC: A training opportunity has been identified with InfoSec Skills on May 22-25, 2023. An intern has been selected and will start on May 30, and the Y1 budget modification has been submitted. Information from the IR department has been collected and the certification and employment survey will be distributed soon.
  - d. BC3: The certification and employment survey will be distributed this week, and the collected information will also be used by the BC3 assessment committee. Six students attended the event at Slippery Rock University and the students were excited to see options for continuing their cybersecurity degree. A new marketing campaign has been launched with print ads, billboards, and radio spots. A security company also visited with three classes to discuss physical security.
  - e. NCC: The April 2023 invoice will be sent soon.
10. The next meeting will be held on Monday, May 15, 2023, at 3:30 pm EST.
11. With no further business, the meeting concluded at 4:25 p.m.

<b>Item</b>	<b>Person Responsible</b>
None	NA

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag