

# Minutes of the PC4A Biweekly Meeting

## Held virtually on June 15, 2023 at 4:15pm

**Members Present:** Jamie Bretz, Rory Butler, Celisa Counterman, Waleed Farag, Maureen Farley, Tracey Johnson, Sherri Mack, Greg Paonessa, Guy Patra, Christie Sever, Lydia Taylor, Courtney Tilton

### Meeting Information

1. Motion to approve the minutes from the May 15, 2023 meeting was made by Greg Paonessa and seconded by Jamie Bretz and Christie Sever. The motion was approved unanimously.
2. Partners were reminded to submit invoices by the 10<sup>th</sup> of each month.
3. At the end of Y1, the PC4A Team will evaluate progress and determine plans for roll-over funds in Y2. Partners may be permitted to use Y1 funds, or funds may be redistributed to other partners, or the LO as needed.
4. The greatest indication to the funding agency that progress is being made is the amount of funds spent over the course of the year. All partners were asked to regularly submit invoices and to spend funds according to their budget and project objectives. Partners were asked to report on their plans for spending all Y1 funds by August 31, 2023:
  - a. NCC: Meetings have been held with new Co-PI's. Spending will continue throughout the summer.
  - b. MCCC: Some spending has occurred, but invoicing has been delayed. The majority of funds are expected to be spent.
  - c. WCCC: Some purchasing has occurred recently which will be reflected in the June invoice.
  - d. PHCC: On track to spend all Y1 funds. Additional large expenses should be invoiced soon.
5. The PC4A Team is currently reviewing all submitted Y2 documents. Comments/requests for additional information will be provided to all partners soon.
6. Partners were reminded that Certification and Employment data will be included in the next quarterly report. Three partners have already distributed the survey and responses have been collected. The three partners who have not yet distributed the survey are asked to do so by June 30, 2023.
  - a. BC3: Another reminder email will be sent soon.
  - b. Bucks: Co-PI will check to see if additional reminders are going to be sent.
  - c. MCCC: The RI team is in the process of sending them out. Co-PI will follow-up.
  - d. WCCC: They are trying to find personal contact information as only school email addresses are kept for alumni.
  - e. NCC: Alumni contact info is not kept, but the Alumni Association will be contacted for assistance.
7. Partners should expect third quarterly report templates from the PM by June 23, 2023 and are asked to include as much information as possible.
8. A draft of the new PC4A website was shared with partners, and all are asked to submit a professional photo and bio to be included on the website.
  - a. Partners were also asked to please share all marketing materials, statistics, photos, etc. for all upcoming, current, or previous events.
9. A form was shared with partners to register for the PC4A Annual Conference in August. Partners are encouraged to invite anyone who may benefit from attending. Forms should be submitted by July 7, 2023.
10. Partners were asked to share updates on progress:

- a. PHCC: Large purchases have occurred and they are working on the HS Cybersecurity Camp which will be held next week and 11/20 students are already registered. The camp will include an introduction to Kali Linux. A summer intern has started and will continue working through December. Many resources and contacts were collected during the CAE Symposium, and there are plans for staff to attend the upcoming NCyTE Conference in August. Anyone who is in the DC area in early July is invited to attend a table read of the National Cyber Workforce and Education Strategy before it is made public. Many contacts were made at the Showcase for Commerce event. They have also been working on the CAE redesignation paperwork.
- b. NCC: 14 students are currently interning covering six different majors. Quotes for laptops are being collected and they are expected to be purchased soon.
- c. BC3: Funds were rearranged to allow for two summer interns who will be assisting with setting up of a new building, logins, and rearranging computer labs. A second bootcamp for Security+ is currently underway with four participants. Students who use the TestOut software were reimbursed for the cost of access. The Co-PI is currently working with the bookstore to determine the best process for reimbursing these costs in the fall.
- d. Bucks: Plans are being finalized to hold two test prep bootcamps for A+ and Network+ in July. Test kits will be created for students to have access to prep materials and students who complete the bootcamp will earn exam vouchers. Details are being finalized for an informational webinar for HS counselors and teachers to discuss cybersecurity and career options. Participants will receive an honorarium for attendance. Two faculty are currently in training for Network+ and Security+ and one faculty member will attend the CompTIA partner summit. Nine access codes received from the LO have been distributed to students and an additional 84 have been purchased for disbursement in August. A cybersecurity webpage is being developed by the marketing team and a video production company has been contacted for the production of a promotional video. Social media efforts will begin once the webpage is complete. Program revisions for the cybersecurity program are almost completed. An Industrial Board meeting was held, participants were given an overview of the PC4A project and all were on-board with activities and planned program changes.
- e. WCCC: Two summer camps are still under preparation which will occur at the end of June and early July. An intern has started employment and will be working with the IT department. Marketing has been contacted for a potential social media campaign which will be shared soon.
- f. MCCC: A new website landing page is being developed for Computer Science programs and the marketing team is working on a campaign that will direct students to the new page. The new page is geared toward students who are undecided on their interest in various computer science related programs. The first CCNA Review Workshop will be completed over the weekend, and the exam will be proctored at the MCCC campus. A bootcamp for tech school students will begin on Monday and at the end of the bootcamp a review workshop will be held and successful students can earn an exam voucher. A second review workshop is scheduled for early July. 40 students are expected to take the CCNA exams by the end of the summer. Large purchases will also be made over the summer.

11. **The next meeting will be held on Monday, July 10, 2023 at 10am EST.**

12. With no further business, the meeting concluded at 5:22 p.m.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag