

Minutes of the PC4A Biweekly Meeting

Held virtually on July 10, 2023 at 10:00 AM

Members Present: Jamie Bretz, Rory Butler, Celisa Counterman, Maureen Farley, Ute Lowery, Sherri Mack, Charles Marchione, Greg Paonessa, Guy Patra, Christie Sever, Lydia Taylor, Courtney Tilton, Barb Zaborowski, Leisa Zuccolotto

Meeting Information

1. Motion to approve the minutes from the June 15, 2023 meeting was made by Greg Paonessa and seconded by Leisa Zuccolotto. The motion was approved unanimously.
2. All certification and employment surveys have been distributed by all partners. Partners were asked to continue to distribute the survey to increase responses.
 - a. Sample sizes for each partner may be requested for inclusion in the upcoming quarterly report. Partners will be updated soon if this information is needed.
 - b. Partners who distributed the survey in April plan to reach out one last time to students and contact lists for students who signed up for the “prize drawing” will be sent to these partners by the end of the week.
 - c. Partners were also reminded that they can continue to use the Certification and Employment survey throughout the remainder of the project and were encouraged to distribute it to graduating students.
3. Invoices are due by the 10th of each month. Partners were asked to submit June invoices as soon as possible to be included in the third quarterly report.
4. Responses to the RSVP form for the annual conference were due on July 7. Partners were asked to please complete the form as soon as possible.
 - a. Partners located in Western PA were interested in arranging an evening event for collaboration the night before the conference. This will be discussed with the PI and the IUP Research Institute and partners will be updated soon.
5. Partners were asked to send a bio and photo as soon as possible to be included on the new PC4A website, along with any marketing materials, photos, etc.
6. Y2 budgets are currently under review by the IUP Research Institute and partners will be updated soon.
7. Partners provided the following updates:
 - a. **PHCC:** Spring internships have concluded, and summer/fall internships have begun. Updates to the CAE re-designation are currently underway, along with work on the quarterly report and new course development. The first Cybersecurity Workshop concluded with 11 participants. Satisfaction survey results are looking positive, and the event was successful. Some changes will be implemented for the next event including reducing the information provided and earlier marketing of the event.
 - b. **NCC:** Five internships have concluded, with eight internships currently ongoing. Four new internships are expected between July and August, and more interns are expected to be hired in fall 2023 with Tobyhanna Army Depot. Celisa Counterman and Guy Patra will be permanent Co-PI's for NCC. Faculty are currently working on the last of non-credit offerings for CompTIA Security+ which should be completed by the end of the summer. A marketing and recruitment plan is being developed, and the Student Support Specialist and Outreach Coordinator positions are expected to be hired by the end of August. The Summer Bridge program will be moved to Summer 2024.

- c. **BC3:** Two summer interns are still working with the BC3 IT Department. The latest Security+ bootcamp had four participants. Three participants completed the workshop and passed their certification exams. An extra \$72 was spent on a prep booklet for each participant, which students reported as very helpful in preparing them to pass the exam.
 - d. **WCCC:** The scheduled cybersecurity summer camp was cancelled due to lack of enrollment. One internship is currently ongoing. A middle-school and high-school coding camp begins on July 11 with nine expected participants.
 - e. **BUCKS:** Two camps are scheduled for A+ and Network+ with 10 participants anticipated. Participants will receive exam vouchers and test prep materials. The planned HS webinar has been rescheduled for fall 2023 due to scheduling conflicts. Two faculty are currently in certification training, and one faculty will be attending the CompTIA Summit in August. A project webpage has been developed and is expected to be launched by the end of August. PC4A staff will also be attending an upcoming veterans open house on Saturday.
 - f. **MCCC:** Rebecca Hays is currently on leave but should return later this summer. The first review workshop concluded with 11 participants, six students took the exam, and five students passed. The remaining five students will be taking the exam at a later date. The second review workshop will have up to 15 participants. The Cisco bootcamp began at the end of June with 11 participants. A new website is currently being designed and should be launched soon. 580 graduates were sent the certification and employment survey and the survey will be shared on MCCC social media soon.
8. **The next meeting will be held during the PC4A Annual Conference on Tuesday, August 8, 2023**
 9. With no further business, the meeting concluded at 10:33 a.m.

Action Items

Item	Person Responsible
Send Cert Release Form to Sherri and Jamie	Lydia Taylor
Check on submitted RSVP forms	Lydia Taylor

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag