

# Minutes of the PC4A Biweekly Meeting

Held virtually on August 31, 2023 at 3:00 PM

**Members Present:** Jamie Bretz, Rory Butler, Michael Caglia, Celisa Counterman, Waleed Farag, Maureen Farley, Melissa Langer, Sherri Mack, Charles Marchione, Guy Patra, Erica Reighard, Christie Sever, Megan Sheesley, Lydia Taylor, Susan Testani, Courtney Tilton.

## Meeting Information

1. Motion to approve the minutes from the August 31, 2023 meeting was made by Celisa Counterman and seconded by Jamie Bretz. The motion was approved unanimously.
2. All action items from the previous meeting have been completed.
3. Partners were reminded that their Annual Report is due **no later than September 15, 2023** (please note this correction from the date included on the agenda).
  - a. The Annual Report requires additional narratives and more detail than previous reports, and partners were encouraged to begin working on the report as soon as possible.
4. A new template has been created for tracking project data. This template should be used throughout the remainder of the project to store required information for project analysis.
  - a. All partners have also been asked to provide additional data that was requested by the Data Analysis Team. This data is needed as soon as possible but no later than September 10, 2023.
5. The Certification and Employment survey will close today (August 31, 2023). No new submissions have been received since our last meeting and the submission count currently stands at 88.
  - a. All partners have been sent a list of alumni who complete the additional “award survey” to receive an incentive for completing the survey (or be entered into a drawing).
  - b. Partners were reminded to purchase any awards (gift cards, vouchers, etc.) by the end of the day so these expenses can be included in their Y1 budgets.
6. The RI is currently working on issuing Year 2 Sub-awards, and some partners have already been sent theirs to sign and return. Partners were asked to review the documents with their administration as soon as possible to ensure timely execution.
7. Partners were reminded that final invoices must be submitted **no later than September 10, 2023**. This is a hard deadline as these are the last invoices for Y1. Invoices must be accurate and include all required documentation.
8. Once subawards have been executed, partners will be sent a new Invoice Template for Year 2. This template must be used when submitted invoices in Year 2.
  - a. A short demonstration of the template was provided to partners and partners should contact the PM if they have any questions or see any inaccuracies in their invoice template.
  - b. Partners were also reminded that submitting complete and fully documented invoices by the 10<sup>th</sup> of each month is extremely important for reporting purposes. Failure to submit invoices on time will result in delayed reimbursement.
9. Today (August 31, 2023) is the last day to make purchases under the Y1 budget. Partners were encouraged to make any objective purchases by the end of the day, if possible.
10. The Soft Skills Tutoring Service will begin on September 5, 2023 and will end on December 15, 2023. Partners were encouraged to require use of the tutoring service in their classes. Details on the service including schedule and flyer will be sent to partners soon and will be available on [www.pc4a.org](http://www.pc4a.org) soon.
11. A Soft Skills video series has been created for all partners to use in their classes and share with faculty. Partners will be notified when links are available on the project website.

12. Dr. Dana Driscoll is available to meet with anyone interested in identifying additional ways to incorporate writing in their classes.
13. Partners provided updates on their activities since the last meeting.
14. The next meeting will be held on Thursday, September 14, 2023, at 3:00 p.m. EST.
15. With no further business, the meeting concluded at 4:00 p.m.

**Action Items**

<b>Item</b>	<b>Person Responsible</b>
Send Soft Skills flyer and schedule to partners	Lydia Taylor

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag