

Minutes of the PC4A Biweekly Meeting

Held at KCAC on August 8, 2023 at 1:45 PM

Members Present: Matthew Blum, Jamie Bretz, Rory Butler, Larry Byron, Celisa Counterman, Waleed Farag, Carrie Kisker, Sherri Mack, Greg Paonessa, Guy Patra, Christie Sever, Lydia Taylor, Susan Testani, Leisa Zuccolotto

Meeting Information

1. Motion to approve the minutes from the July 10, 2023 meeting was made by Leisa Zuccolotto and seconded by Greg Paonessa. The motion was approved unanimously.
2. All action items from the previous meeting have been completed.
3. The director of the Applied Research Lab (ARL), Dr. Paul Hawkins, has been hired to analyze PC4A Baseline data, and his report will be included in the Annual Report. Partners were reminded that all data originally requested will need to be tracked starting in Year 2. The PM will resend the categories for baseline data to all partners.
4. The LO is currently searching for a marketing assistant to help with social media tasks, and daily posting will resume once an assistant has been hired.
5. Partners were asked to continue to distribute the Cert and Employment survey through the end of Y1 (August 31, 2023). The PI has a goal of 100 total responses, with 88 received so far.
6. The PM is still working on the new website design, and partners who haven't submitted a bio and headshot were asked to complete this task as soon as possible.
7. Partners were asked to share marketing regularly and consistently for any events or activities to be publicized on the project website and social media pages.
8. Recently the PM met with representatives from All Lines Technology who are interested in making a presentation to partners on their security offerings, internship opportunities, and possible discounts for schools willing to work together. If any partners are interested or would like more information, please contact the PM.
9. The PM has been in contact with S3TEM, a federally funded project aimed at providing soft skills training to STEM students. If partners are interested or would like more information, please contact the PM.
10. Partners were asked to vote on the best timeframe to hold bi-weekly meetings during the fall semester. Many partners did not have their fall schedules yet, so a doodle poll will be distributed soon.
11. With no further business, the meeting concluded at 2:15 p.m.

Action Items

Item	Person Responsible
Resend Baseline Data Template	Lydia Taylor
Send Doodle Poll for bi-weekly meeting availability	Lydia Taylor

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag