Minutes of the PC4A Biweekly Meeting

Held virtually on September 14, 2023 at 3:00 PM

Members Present: Jamie Bretz, Rory Butler, Celisa Counterman, Waleed Farag, Maureen Farley, Les Graves, Melissa Langer, Kaitlin Love, 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 Guy Patra and seconded by Erica Reighard. The motion was approved unanimously.
2. All action items from the previous meeting have been completed.
3. All outstanding Y1 expenses should be included in the August invoice. Purchases that were initiated in Y1 but not yet paid are permitted to be included with proper documentation. Partners were asked to report if their submitted invoice is final, or if changes are expected:
   a. PHCC: will double check but the previously submitted invoice should be final.
   b. BUCKS: submitted invoice is final.
4. Subawards have been issued for BC3, MCCC, NCC, PHCC and WCCC.
5. Once all final invoices have been submitted, the PI will begin reviewing progress and discuss with the funding agency available options for any unspent funds.
6. The Soft Skills tutoring service is now open, and the newly developed Soft Skills Video series is live on the PC4A website. The PI and PM are pleased with the quality of the videos, which include short assignments that could be incorporated into classes. Partners are strongly encouraged to require use of the tutoring service or video series in their courses. Dr. Driscoll is available to meet with any partners who would like strategies on ways to incorporate more soft skills based assignments in their curriculum.
7. To speed up the invoicing process, partners are asked to follow the new invoicing procedures:
   a. Two files should be submitted with each invoice: invoice template excel sheet, and one PDF with all documentation.
   b. Documentation should be organized in the order that charges appear on the invoice.
   c. If possible, all unrelated charges should be removed from invoice documentation. If not possible, partners should highlight PC4A charges for easier review.
8. Partners were reminded of the following Y2 requirements:
   a. All data included in the Partner Data Template must be tracked in Y2.
   b. Invoices are due by the 10th of each month.
9. PC4A is sponsoring the new Bsides Flood City Cybersecurity Event, to be held on October 26, 2023 in Johnstown, PA. Partners are encouraged to attend the event with their students. Registration discount codes are available, please contact the PM if interested.
10. The 16th Annual IUP Cybersecurity Day will be held on October 31, 2023. Partners are encouraged to attend the event with their students.
11. Partners provided the following updates:
    a. **NCC**: Currently working to revamp the cybersecurity program and add a writing intensive course. The Networking and Systems Administration programs are being combined into one degree due to the high overlap between courses. Adding a Python course is being considered to allow for more transfer options for students, and the Application Development program is being discontinued. Plans for a capstone internship course are being developed which will incorporate soft skills in the curriculum.

b. **MCCC**: Grand opening of the new Computer Science building occurred today. Sue Testani represented PC4A at the event. A new instructor has been identified for A+ certification workshops which will potentially be held in December. A connection with Merck has been made and staff will begin working with them to offer employment opportunities to students. A veteran focused job fair is in the planning phase, and PC4A will be represented at all job fairs held this year. The new internship position should open soon, with two more additional internships planned for Y2.

c. **WCCC**: Mike Caglia is currently attending CEH training with Infosec. Catalog updates are underway, eliminating classes and programs that are outdated, and updating courses and adding new ones. The Cyber Tech Club had their first meeting and will be working on offering student events. Students will be attending CS Day at IUP. An open house will be held in September, and PC4A will be represented. Talks are currently underway for a CompTIA A+ bootcamp to potentially be held over winter break.

d. **PHCC**: Soft skills information was shared with students and faculty. Dates for certifications workshops, the cybersecurity community event, and the summer HS workshop have been set. Exact dates will be shared once approved. The Advisory Committee Meeting was held in August, which included DoD representation, and new courses have been developed. An intern has been identified for fall 2023.

e. **BC3**: TestOut curriculum was purchased for students, and marketing has continued. Bootcamps are being developed, potentially a CompTIA Network+ bootcamp will be held in winter.

f. **BUCKS**: Curriculum changes are being finalized.

12. The next meeting will be held on Thursday, September 28, 2023, at 3:00 p.m. EST.

13. With no further business, the meeting concluded at 3:50 p.m.

Action Items

Item	Person Responsible
Submit final invoices and Y1 Annual Report	All partners

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag