PC4A Biweekly Meeting
August 4, 2025 at 11:00 AM
Agenda

Previous Meeting Actions

1. Approval of minutes from the July 2, 2025 meeting.

Announcements/Updates

1. **Dod STEM Data Call**
   a. Partners are asked to send total participants (non-students) of PC4A sponsored activities that occurred between September 2023 and August 2024 to the PM **as soon as possible.**
2. **Y3 Partner Data**
   a. Partners are reminded to send their Y3 project data to the PM by no later than **Sept 1, 2025**. Data templates were shared with partners in early July.
3. **Annual Reports**
   a. Annual report templates will be sent to partners soon. Templates will be due **Sept 15, 2025**.
   b. **Please note:** Regardless of if the project concludes on August 31 or if Y4 is funded, all partners must submit an annual report.
4. **Preparations for Y4 (if funded)**
   a. If the NCE is approved, partners need to be prepared to quickly submit their Scopes of Work, Budgets, and Budget narratives (one week turnaround time expected). Partners will also be asked to share availability for monthly meetings in the fall.
5. **PC4A Partner Updates (activities since last meeting)**

Minutes of the PC4A Biweekly Meeting
Held Virtually on August 4, 2025 at 11:00 AM

Members Present: Jamie Bretz, Waleed Farag, Josh Hamilton, Greg Paonessa, Guy Patra, Paul Proces, Donna Reed, Patricia Smallacombe, Lydia Taylor

Meeting Information

1. This condensed meeting was held during the Third Annual PC4A Partner Conference.
2. Motion to approve the minutes of the July 2, 2025 meeting was and approved unanimously.
3. Partners were reminded to send total participants (non-students) to the PM as soon as possible for the DoD STEM Data Call submission.
4. Partners were reminded to submit Y3 Annual Data templates to the PM by not later than September 1, 2025.
5. Annual report templates will be sent to partners soon, and will be due on September 15, 2025.
6. The PI shared recent communication from the funding agency on the status of our no-cost extension request. It seems likely that the NCE will be approved, but nothing is official yet. Partners will be notified as soon as possible, and were asked to be prepared to quickly submit Y4 paperwork if the NCE is approved.
7. Partners provided updates during their progress presentations.
8. If the NCE is approved, partners will be contacted regarding their availability for monthly partner meetings in the fall.
9. With no further business, the meeting concluded at 11:30 AM EST.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag.

PC4A Biweekly Meeting
July 2, 2025 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from the June 4, 2025 meeting.

Announcements/Updates

1. **Quarterly Report Reminder**
   a. Report Templates were sent to partners on June 10, 2025, and due by no later than **8:00AM on July 14, 2025**. Partners are asked to include as much documentation as possible.
2. **Pending No-Cost Extension**
   a. Dr. Farag recently reached out to the funding agency for an update on the status of our NCE request. Communication from the funding agency is included below:
      - The NCE was submitted to the grants office in April and DoDSTEM is waiting for a response.
      - The grants office is experiencing an increase in activity and processing times are taking much longer than usual.
      - DoD STEM is aware that our project will end in August and they reached out to the grants office last week for an update. If a response is not received by next week, they will reach out again.
3. **Y3 Partner Data/Data Call**
   a. Project Data templates will be sent to all partners soon and will be due by September 1, 2025. Y3 data will be included in the Y3 Annual Report.
   b. Additional data may be requested for completion of the DoD STEM Data Call, and more details will be shared with partners soon.
4. **Next Partner Meeting**
   a. The next partner meeting will be held on **August 4, 2025** during the Annual PC4A Partner Conference.
5. **PC4A Partner Updates**

Minutes of the PC4A Biweekly Meeting
Held Virtually on July 2, 2025 at 3:00 PM

Members Present: Jamie Bretz, Michael Caglia, Waleed Farag, Josh Hamilton, Melissa Langer, Greg Paonessa, Guy Patra, Donna Reed, Patricia Smallacombe, Christie Sever, Lydia Taylor, Casey Veychek, Barb Zaborowski

Meeting Information

1. Motion to approve the minutes of the June 4, 2025 meeting was made by Barb Zaborowski and seconded by Greg Paonessa. The motion was approved unanimously.
2. Partners were reminded to submit their quarterly reports by no later than 8:00 AM on Monday, July 14, 2025.
3. The PI has continued to request updates on the status of the NCE that was submitted in early April. The latest communication from the funding agency states that they are aware of the end of PC4A in August 2025, and have been checking with the grants office for an update. They will reach out again next week if they have not received a response.
4. Templates for Y3 data will be sent to partners soon, and requests for additional data for the DoD STEM Data Call will also be sent soon. Partners are asked to stay tuned for requests.
    a. Y3 Project Data is due by September 1, 2025.
5. The 3rd Annual PC4A Conference will be held on August 4, 2025. The next Bi-weekly meeting will be held during the conference. The conference agenda will be sent to partners soon.
6. Partners provided the following updates:
    a. **PHCC:** 28 students visited campus through the YMCA Kids Camp program. The visit included hands-on demonstrations and cybersecurity activities, among others. The High School Summer Event was postponed due to lack of participation. Interns are currently working on configuring laptops, cleaning up virtual machines, and setting up Pi's. The Robotics event will be held on July 17, 2025. PHCC has partnered with Mt. Aloysius for a defense bootcamp, and students are involved with the camp.
    b. **MCCC:** The Computer Science Open House will be held on July 10 and will include a cybersecurity escape room. Marketing videos were filmed in June and will be shared once edits are completed. Work continues on re-establishing a private Pearson Vue testing center. Conversations with Hack the Box have begun to explore their curriculum offerings and hackathon events. Five students have earned their certification since the last meeting.
    c. **WCCC:** The Pearson Vue Testing Center is almost up and running, and an intern has been chosen to staff the center during the fall semester. Two summer camps are coming up, and the Arduino camp is currently full.
    d. **NCC:** Two interns are working this summer.
    e. **BUCKS:** Faculty trainings are ongoing, and final certification numbers will be shared during the next meeting.
    f. **BC3:** A Security+ Bootcamp was offered and two students were awarded vouchers.
7. The next meeting will be held virtually on August 4, 2025, time TBD..
8. With no further business, the meeting concluded at 3:40 PM EST.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag.

PC4A Biweekly Meeting
June 4, 2025 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from May 7, 2025 meeting.

Announcements/Updates

1. **Invoice Reminders**
   a. Partners are reminded to please submit invoices by June 10, 2025. All documentation should be included in one PDF.
2. **NCE and Future Activities Updates**
   a. Although we have not yet received the official NCE paperwork, we were explicitly instructed by DoD STEM team to focus our future activities on finalizing transfer agreements between IUP as well as other schools and all CC partners.
3. **Website Updates**
   a. The new "Previous Activities" page of the website is now live, and partners are encouraged to review the page for corrections/missing information.
   b. All known upcoming events are published. Partners are asked to send any additional events to the PM as soon as possible.
   c. The new "Voices of PC4A" page should go live by the end of the week.
4. **Quarter Two Newsletter**
   a. The Quarter Two newsletter will be published by the end of the week and will be distributed to the PC4A mailing list as well as advertised on social media. Partners are asked to share the newsletter with their administration, colleagues, and other contacts.
5. **Upcoming Quarterly Report**
   a. Report templates will be sent to partners soon and will be due to the PM by **no later than 8:00AM on Monday, July 14, 2025**. Partners are reminded to include as much detail and documentation as possible.
6. **PC4A 3rd Annual Partner Conference**
   a. To best utilize remaining funds, the 3rd Annual Partner Conference will be held virtually and is tentatively scheduled for **9:00PM – 3:00PM on Monday, August 4, 2025.** Partners will be asked to share their availability.
7. **Next Partner Meeting**
   a. The next partner meeting will be held tentatively on **Wednesday, July 2, 2025 at 3:00PM**. Partners will be asked to share their availability.
8. **PC4A Partner Updates**

Minutes of the PC4A Biweekly Meeting
Held Virtually on June 4, 2025 at 3:00 PM

Members Present: Jamie Bretz, Michael Caglia, Celisa Counterman, Waleed Farag, Maureen Farley, Kelli Gardner, Josh Hamilton, Sherri Mack, Greg Paonessa, Patricia Smallacombe, Robert Stefko, Lydia Taylor

Meeting Information

1. Minutes of the May 7,2025 meeting were approved with the following corrections: BC3 Updates were incorrectly marked as BUCKS updates.
2. Partners were reminded to submit invoices by the June 10, 2024 deadline. All documentation should be included in one PDF.
    a. Partners inquired about final Y3 invoices, which are still due on September 10, 2025 regardless of the status of our NCE request.
3. As previously shared with partners, our No-Cost-Extension was informally approved by DoD STEM and has been sent to the grant office for final approval. If Y4 is funded, PC4A will need to focus efforts on establishing/updating affiliation agreements, as recommended by the funding agency.
    a. Once we receive final approval of the NCE, partners will need to submit a Y4 Scope of Work, Budget, and Budget justification. Partners will be notified as soon as possible.
4. The PC4A website is now live with a new Voices of PC4A page and an updated Previous Activities page.
    a. The Voices of PC4A page showcases written and video testimonials from students and faculty about the impact of the project and careers in cybersecurity.
    b. The updated Previous Activities page can now be filtered based on partner, activity category, and time frame.
    c. All partners are encouraged to review these pages and provide feedback.
5. The Y3-Q2 Quarterly Newsletter is now live on the website and will be distributed to members of the mailing list via email. Partners are encouraged to share the newsletter with their network.
6. Partners are asked to please send details for any upcoming events that can be included on the website and shared on social media.
7. Quarterly report templates will be sent to partners soon and will be due on Monday, July 14, 2025. Partners are reminded to include as much information and documentation as possible when submitting their reports.
8. The Virtual PC4A Annual Conference is tentatively scheduled for August 4, 2025 from 9:00am to 3:00pm. All partners agreed that this date would be acceptable.
9. The next partner meeting is scheduled for Wednesday, July 2, 2025 at 3:00p.m.
10. Partners provided the following updates:
    a. **PHCC**: Interns have begun working and are focusing on supporting the Pearson Vue testing center, along with computer labs and upcoming events. Interns are also researching travel to DoD employer sites and may also get involved with activities at the senior center over the summer. Five students are currently registered for the upcoming summer cybersecurity event. An Advisory Board Meeting was held and feedback was collected from members on security analysts, cloud based computer, and software

development. Upcoming events include participation at the Appalachian Community College Conference, YMCA Youth Camp, and a Robotics event for Central Cambria. An additional Security+ cert-prep bootcamp may be offered.

b. **WCCC**: Work continues with IT to establish the Pearson Vue Testing Center. Upcoming events include the Coding Camp and Cybersecurity Camp.
c. **BC3**: A career day was held at BC3 and information was shared with students to encourage them to consider cybersecurity as a career option. A Security+ bootcamp began in May and will run through June 20, 2025. Co-PI Sherri Mack will be presenting at the Appalachian Community College Conference. Interns are currently working at the new location in Lawrence County to help set up networks and security systems.
d. **NCC**: Two interns will continue working over the summer, and three or four students have maxed out on hours. The Robotics Camp planned for summer has not yet been finalized but more details will be shared soon.
e. **MCCC**: A hackathon was offered last week to students from local high schools. Promotional videos have been filmed and will be shared soon. A CompTIA A+ bootcamp was offered and 32 students participated. A new Director of Workforce Development has been hired and will be focused on reestablishing the Pearson Vue Testing Center. Changes have been made to the student bookstore and students will pay a flat fee for books, which may include certification-prep materials and vouchers. A Computer Science open house will be held for students in July. An additional CompTIA A+ workshop may be offered this summer. Candidates are being interviewed for open faculty positions.
f. **BUCKS**: The faculty Python workshop is currently wrapping up, and nine faculty are expected to take the certification exam. An Advisory Board Meeting was held last week and feedback provided was to encourage hands-on skills. Textbooks have been provided for two summer courses.

11. The next meeting will be held virtually on July 2, 2025 at 3:00PM.
12. With no further business, the meeting concluded at 3:45 PM EST.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag.

PC4A Biweekly Meeting
May 7, 2025 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from April 23, 2025 meeting.

Announcements/Updates

1. **Invoice Reminders**
   a. Partners are reminded to please submit invoices by May 10, 2025. All documentation should be included in one PDF.
2. **Website Updates**
   a. The PM is currently working on updates to the activities and other pages of the website, which are expected to go live by the end of the week. Partners are kindly reminded to regularly share their activities and work so we can highlight them on our website and SM channels.
3. **Quarter Two Newsletter**
   a. The Quarter Two newsletter will be published by the end of the month. Partners will be contacted for a complete list of upcoming summer events to be included.
4. **No-Cost Extension and Possible Y4 SoW/Budget**
   a. The PI has inquired about the status of the submitted NCE and it is still pending. If we receive official approval, we will immediately ask all continuing partners to submit Y4 SoW and Budget like we have done in the past. Please be prepared to promptly respond to that expected request.
5. **Summer Monthly Meeting Schedule**
   a. Partners will be asked to share their availability for summer monthly meetings.
6. **PC4A Partner Updates**

Minutes of the PC4A Biweekly Meeting
Held Virtually on May 7, 2025 at 3:00 PM

Members Present: Michael Caglia, Waleed Farag, Kelli Gardner, Josh Hamilton, Sherri Mack, Donna Reed, Guy Patra, Erica Reighard, Christie Sever, Patricia Smallacombe, Robert Stefko, Lydia Taylor

Meeting Information

1. Motion to approve the minutes from the April 23, 2025 meeting was made by Guy Patra and seconded by Michael Caglia. The motion was approved unanimously.
2. Partners were reminded to submit invoices by no later than Monday, May 12, 2025.
3. The PM has been working on a new activity page on the website that better showcases partner activities and can be filtered based on institution, category, and/or timeframe. Changes are expected to go live soon, and all partners will be notified once the new page is published.
4. The next quarterly newsletter is expected to be published by the end of the month. Partners will be contacted for a complete list of all upcoming events/activities to be included.
5. The PI recently contacted the funding agency regarding the status of our no-cost extension (NCE) request, which is still pending. If the NCE is approved, partners will need to submit a new Scope of Work and budget. Templates will be provided for both documents to assist partners, and partners are asked to be prepared to complete both the Scope of Work and Budget within a week of receiving the templates.
6. Partners were asked to share their availability for monthly partner meetings during the summer months. Based on availability, the next partner meeting will be held at 3:00PM on June 4, 2025.
7. Partners provided the following updates:
    a. **BC3:** A Security+ bootcamp will be held near the end of May and other partner students are welcome to attend.
    b. **WCCC:** Work continues to launch the Pearson Vue Testing Center. A coding camp will be held July 28-30, 2025, and a cybersecurity camp will be held August 4-6, 2025.
    c. **NCC:** Six exam vouchers have been ordered. Two paid internships will be offered over the summer. Two new faculty have been hired, one for computer science and another for math. Work continues to prepare for offering the summer robotics camp which has not yet been confirmed. A career exploration day was offered and over 200 high school students attended the event.
    d. **PHCC**: PHCC's CAE designation was recently renewed. In-house internships continue and students are working to support the Pearson Vue Testing Center and research CAE provided resources on Clark. Network+ and Security+ exams are expected to be scheduled soon for about 10 students. The BSides conference will be offered on Thursday. PHCC was awarded a substantial grant from the state for support of dual-enrollment students, which will be used to offer scholarships to high school students if the NCE is not approved.
    e. **BUCKS**: Summer books have been purchased. One final Python training will be offered on Friday, and faculty will take certification exams over the summer. Four students have passed cert exams and more will be scheduled soon.
    f. **MCCC**: 20 students and faculty attended the cybersecurity workshop offered through IUP's Cyber Service Academy. An A+ bootcamp begins today with 32 registered

students, five of which are from NCC. A hackathon will be offered to Montgomery County high school students at the end of the month. Two students are preparing to take their Security+ exam.

8. The next meeting will be held virtually on June 4, 2025 at 3:00PM.
9. With no further business, the meeting concluded at 3:40 PM EST.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag.

PC4A Biweekly Meeting
April 23, 2025 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from March 19, 2025 meeting.

Announcements/Updates

1. **No-Cost Extension Updates**
   a. The LO submitted a no-cost extension (NCE) request on April 3, 2025. On April 4, 2025, the funding agency reviewed the request and indicated a desire to move forward with approval, pending submission of an updated work plan. If/when the NCE is approved, the LO will be in touch with partners regarding budgets and scopes of work. Details will be shared soon.
2. **Mid-Year Review Meetings/Y4 Updates**
   a. Thank you to all partners for participating in mid-year review meetings during the week of March 24, 2025.
   b. BUCKS and NCC have chosen not to continue with the project in Y4. If an NCE is approved, partners will be asked to vote on the possibility of adding another consortium partner in Y4.
3. **Invoices/Budget Modifications**
   a. All partners have now submitted budget modifications which are currently under review. Once modifications are approved, new invoice templates will be sent to partners. Modifications are expected to be approved by the end of April at the latest.
4. **Quarterly Reports**
   a. All quarterly reports are due **by April 16, 2025**. If you have not submitted your report, please do so as soon as possible. Be sure to include details, documentation, photos, etc. to help showcase your work this quarter.
5. **POGIL Workshop Updates**
   a. Both POGIL workshops were successfully offered on April 4 and 11, 2025, and were attended by 7 and 12 faculty, respectively. Below is a sample of the satisfaction survey results, and complete results have been emailed to partners.

Survey Question	West PA Workshop	East PA Workshop
How would you rate the quality of the workshop?	100% Excellent or Very Good	100% Excellent or Very Good
The presented content was useful to my teaching area.	86% Strongly Agree or Agree	92% Strongly Agree or Agree
How likely are you to recommend this workshop to other faculty?	86% Extremely or Somewhat Likely	100% Extremely or Somewhat Likely
I plan to implement the strategies I learned into my classroom.	86% Agree	100% Strongly Agree or Agree

6. **Capture the Flag Updates**
    a. The first PC4A Capture the Flag competition was held on March 28-29, 2025. 9 teams competed, with 29 total students participating. MCCC teams won first and third place, and WCCC placed second. Prizes have been issued to winners and below is a sample of the satisfaction survey results. Complete results have been emailed to partners.
        - 91% of participants were very satisfied with the event.
        - 100% reported that this was their first time participating in a CTF.
        - 91% would participate in another PC4A CTF.

7. **Partner Student Survey**
    a. Thank you to partners for distributing the PC4A Student Survey. Complete results will be discussed during the meeting, and partners will be sent school-specific results individually. Consortium-wide survey results have been emailed to participants.

8. **PC4A Partner Updates**

Minutes of the PC4A Biweekly Meeting
Held Virtually on April 23, 2025 at 3:00 PM

Members Present: Michael Caglia, Celisa Counterman, Waleed Farag, Kim Fish, Kelli Gardner, Josh Hamilton, Melissa Langer, Donna Reed, Christie Sever, Lydia Taylor, Casey Veychek

Meeting Information

1. Motion to approve the minutes from the March 19, 2025 meeting was made by Christie Sever and seconded by Josh Hamilton and Donna Reed. The motion was approved unanimously.
2. A no-cost extension was submitted to the funding agency which was moved forward in their review process almost immediately. Updates will be shared with partners as soon as possible.
3. Bucks and Northampton have decided to conclude their involvement with the project at the end of Y3. If the no-cost extension is approved, an additional consortium partner may be added. Partners are asked to share any ideas for possible partnerships.
4. All submitted budget modifications have been approved and updated invoice templates have been sent to all partners.
5. Partners were thanked for sending their quarterly reports on time. The report is currently being compiled and will be submitted to the funding agency by the end of the month. Partners are asked to provide any additional information that has been requested as soon as possible.
6. POGIL workshops were attended by seven (west) and 12 (east) faculty members. Satisfaction survey results were excellent and complete survey results will be shared with partners soon.
7. The Capture the Flag event was held at the end of March with 29 students participating across nine teams. Prizes have been awarded, and the results of the satisfaction survey were excellent. Full results will be shared with partners soon.
    a. Partners commented that their students really enjoyed the event and even collaborated with other schools after the event to discuss challenges that were difficult.
8. Results of the student survey were shared with partners. Some of the key takeaways from the survey are below:
    a. Increase in the number of students reporting certification.
    b. Increase in the number of students participating in cert-prep workshops.
    c. Decrease in the number of students interested in transferring to a 4YI with many students saying they are interested in a job that doesn't require a four-year degree.
    d. Decrease in the number of students interested in working for the DoD with numerous different reasons including political concerns and lack of local agencies.
9. Partners provided the following updates:
    a. **WCCC:** Co-PIs attended the BotsIQ finals competition and set up a booth sharing program and PC4A information. Work continues on summer camps and establishing the Peason Vue testing center. A Security+ workshop may be offered over the summer if there is enough interest. Work continues to launch the Pearson Vue testing center.
    b. **MCCC**: Seven students have now passed both exams for CompTIA A+. Another A+ cert-prep workshop will be held in early May.
    c. **NCC:** 100 high school students will be on campus to learn about computer science and cybersecurity programs. A Career Exploration Day will be held in conjunction with the

3CS conference, along with an open house. One intern will continue working through the summer, with more internships possible depending on needs of internship sites.

d. **BC3**: After the success of the CTF, one faculty will be adding a Hack the Box bonus assignment to his cybersecurity course. Faculty attended the Mercer County CTC Advisory Board meeting. The Annual Cybersecurity Conference went very well. Six speakers gave presentations and about 76 people attended the event.
e. **PHCC**: The POGIL workshop was held on campus and went well. Co-PI Paonessa attended the 2025 CAE Symposium and participated in sessions focused on AI. Work continues to host the BSides event which will be held in early May. Six interns have been hired and are currently being onboarded. Five students are planning to take their Security+ and five are interested in Network+. A Career Fest was held recently with over 100 students and information on programs and the project was shared.
f. **BUCKS (updates provided via email)**: Spring activities are winding down. A Python working was recently held, and another will be offered in early May. High school outreach events are being planned. Four students passed certification exams, and more students will be encouraged to schedule exams over the summer. Textbooks will be purchased soon.

10. The next meeting will be held virtually on May 7, 2025 at 3:00PM.
11. With no further business, the meeting concluded at 3:45 PM EST.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag.

PC4A Biweekly Meeting
March 19, 2025 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from February 26, 2025 meeting.

Announcements/Updates

1. **Preparations for Y4**
   a. Y3 Budget Modification forms along with Y4 Scope of Work, Y4 Budget, and Y4 Budget Justification templates will be sent to partners soon. The PI and PM will review these documents and all submission requirements during the meeting.
2. **Quarterly Reports**
   a. Quarterly report templates will be sent to all partners soon. Please complete and submit the report **by no later than April 16, 2025**. Please attach supporting documentation including photos, event flyers, testimonials, etc.
3. **POGIL Faculty Development Workshops**
   a. Partners are asked to continue publicizing the POGIL workshops. Registrations are due by March 20, 2025. Current registrations are below:

	West PA	**East PA**
BC3		
BUCKS		4
MCCC		2
NCC		
PHCC	5	
WCCC		
TOTAL	**5**	**6**

4. **Mid-Year Progress Meetings**
   a. Agendas for next week's mid-year review meetings will be sent to all partners soon. Partners are asked to prepare to answer all questions included on the agenda. The meeting will include discussion on plans for a no-cost extension.
5. **Capture the Flag Spring Event**
   a. Partners are asked to continue advertising the CTF and strongly encourage students to participate. As of March 17, 2025, **only three teams are registered with four participants total**. If registrations don't increase to at least 20 students, the event will either be cancelled or postponed until Fall 2025 in the event of a no-cost extension.
6. **Partner Student Survey**
   a. All partners are asked to continue distributing the student survey to their students and are strongly encouraged to require completion of the survey in their classes. Responses are due by March 31, 2025. Current response counts are below:

Partner	**Responses Received**
BC3	27

BUCKS	2
MCCC	48
NCC	5
PHCC	30
WCCC	28
Total	**140**

7. **PC4A Partner Updates**

Due Date Reminders

Item	**Due Date**
POGIL Workshop Registration	March 20, 2025
PC4A Student Survey	March 31, 2025
Quarterly Report	April 16, 2025
Y3 Budget Modifications	April 16, 2025
Y4 Budget, SoW, Budget Justification	April 16, 2025

Minutes of the PC4A Biweekly Meeting
Held Virtually on March 19, 2025 at 3:00 PM

Members Present: Waleed Farag, Josh Hamilton, Becky Hays, Sherri Mack, Tim McCroskey, Donna Reed, Erica Reighard, Christie Sever, Lydia Taylor, Courtney Tilton, Paul Toro Proces, Barb Zaborowski

Meeting Information

1. Motion to approve the minutes from the February 26, 2025 meeting was made by Courtney Tilton and seconded by Sherri Mack. The motion was approved unanimously.
2. The PI provided the following updates on the status of the project:
    a. The project will officially end on August 31, 2025, however, the LO is currently pursuing a no-cost extension that will allow the project to continue until August 2026 with a reduced budget.
    b. Y4 budgets are expected to be 40-50% of Y1 budgets, and should focus on successful activities and limit high-cost expenses including personnel, scholarships, etc.
    c. The additional project year will allow the LO and partners to explore additional sources of funding to continue PC4A-related activities.
    d. Partners are asked to confirm their participation in Y4 during their mid-year review meeting.
3. Partners were reminded to submit March invoices by April 10, and quarterly reports by April 16.
4. POGIL workshop registrations are due by March 20, 2025. Partners are asked to please encourage faculty to register and participate in the event.
5. Partners were asked to continue publicizing the upcoming PC4A Capture the Flag event. Students can register for the event at any point prior to March 28, 2025.
6. Partners were asked to continue sharing the PC4A Student Survey with students in targeted programs. Responses are due by March 31, 2025.
7. Partners provided the following updates:
    a. **BC3**: Spring scholarships were awarded to 19 students. A flyer is currently being developed for the upcoming Cybersecurity Conference, which will be held on April 10, 2025.
    b. **BUCKS**: The third round of Python training workshops will be held soon. Security+ and A+ bootcamps will be held this week, with roughly 10 students each. Course vouchers for summer will be purchased once the Y3 budget modification is approved.
    c. **WCCC**: Work continues to get the Pearson Vue testing center up and running. Staff attended the Connellsville CTC advisory committee meeting last week and will attend another committee meeting at Mon Valley CTC soon. An open house will be held next week, and PC4A information will be shared. Work continues on the cybersecurity and programming workshops that will be offered this summer.
    d. **MCCC**: A demonstration day was held with local high school students which included labs and hands-on activities. Another student passed their A+ certification exam, and two more are expected to test in the coming weeks. An event was recently held to showcase careers in STEM, which was attended by 120 middle school girls. Work to possibly re-open the Pearson Vue testing center has begun, and WCCC may be asked for their assistance with the process.

e. **PHCC**: A Network+ cert-prep workshop was offered to five students, and all five participants are expected to take their exam by early June. Five additional students have reached out about cert-prep workshops and exam vouchers. Co-PI Paonessa will be attending the CAE Symposium. Interviews for interns are planned for Friday.

8. The next meeting will be held virtually on April 9, 2025 at 3:00PM.
9. With no further business, the meeting concluded at 3:50 PM EST.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag.

PC4A Biweekly Meeting
February 26, 2025 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from February 12, 2025 meeting.

Announcements/Updates

1. **Scope of Work Changes/Future of Project**
   a. The PI recently attended a meeting with the funding agency to discuss changes to the PC4A project based on recent executive orders and the future of the project. Details will be shared.
2. **MCCC A+ Cert-Prep Bootcamp**
   a. MCCC is offering a cert-prep bootcamp May 7-8, 2025 and is opening the bootcamp to any partner students who would like to attend.
   b. Partners are asked to reach out to Donna Reed at dreed@mc3.edu if they have students interested in attending. Each partner will need to provide cert-prep vouchers for their students.
3. **POGIL Faculty Development Workshops**
   a. We are still waiting for possible dates from POGIL. Dates will be shared with partners as soon as possible, however it is expected that workshops will be offered in late March/early April.
4. **Paid Internship Updates**
   a. NR Labs has selected a student from MCCC for a paid internship and all internship spots are currently full. A press release will be sent soon congratulating selected students.
5. **Mid-Year Progress Meetings**
   a. Mid-Year progress meetings will be held with all partners during the week of March 24-28, 2025. Details will be sent to help partners prepare, along with possible dates and times.
6. **Capture the Flag Spring Event**
   a. Challenges have been chosen and the PC4A HackTheBox page is now live, along with an updated page on the PC4A website. Details will be sent to all partners soon to share with students.
7. **Partner Student Survey**
   a. All partners are asked to continue distributing the student survey to their students and are strongly encouraged to require completion of the survey in their classes. Responses below:

Partner	Responses Received
BC3	27
BUCKS	2
MCCC	46
NCC	5
PHCC	-
WCCC	28
Total	108

8. **PC4A Partner Updates**

Minutes of the PC4A Biweekly Meeting
Held Virtually on February 26, 2025 at 3:00 PM

Members Present: James Bretz, Celisa Counterman, Bryson Edwards, Waleed Farag, Kelli Gardner, Josh Hamilton, Becky Hays, Melissa Langer, Sherri Mack, Tim McCroskey, Donna Reed, Erica Reighard, Christie Sever, Robert Stefko, Lydia Taylor, Courtney Tilton, Casey Veychek, Barb Zaborowski

Meeting Information

1. Motion to approve the minutes from the February 12, 2025 meeting was made by Erica Reighard and seconded by Barb Zaborowski. The motion was approved unanimously.
2. The funding agency recently requested that we update our work plan to align with recent executive orders. The work plan was updated and now contains language so that services and benefits will be provided based on merit only. It is also unknown if PC4A will be awarded an additional three years of funding, and details will be shared with partners as soon as possible. A no-cost-extension is currently being considered to allow partners to continue working toward objectives for an additional year.
3. MCCC is offering a CompTIA A+ certification prep bootcamp and is allowing students from other partner schools to attend virtually. If students are interested, they should register online and faculty can contact Donna Reed with questions.
    a. The focus of the workshop is to prepare for the exam, not to learn the exam material.
4. POGIL workshops will be offered sometime in March and/or April, and PC4A staff are currently working to establish dates. Details will be shared with partners as soon as possible, including marketing materials and the registration link.
5. NR Labs has selected a student from MCCC for a paid internship. Details will be discussed with MCCC to establish an hourly rate/budget for the internship. All other internship spots are currently full.
6. Mid-year review meetings will be held with all partners during the week of March 24-28, 2025. Partners will be contacted soon to schedule these meetings.
7. Details for the upcoming Capture the Flag event were shared:
    a. 10 challenges range from very easy to medium difficulty.
    b. Expected time for completion is 17 hours.
    c. A summary of the challenges will be shared with partners for feedback as challenges can be changed any time prior to the start of the event. Partners are asked to keep challenge information confidential to ensure fairness to all participants.
8. Partners were asked to continue distributing the student survey. Responses are due by March 31, 2025.
9. Partners provided the following updates:
    a. **PHCC**: A cert-prep bootcamp is being planned and a flyer will be created to promote the event. Intern positions are now open, and candidates are being evaluated. The student survey and POGIL workshop details have been shared and will continue to be promoted.
    b. **MCCC**: Four students have passed both exams for CompTIA A+. Science focused high school students will be visiting campus and will participate in hands-on labs. Collaboration with the Montgomery County library system has begun. A cert-prep bootcamp will be offered in May for all PC4A partner students. Two positions are open in the computer science department. The "Discover your future" event will be hosted on campus for about 130 middle school girls and PC4A materials will be distributed.
    c. **BUCKS**: Cert-prep bootcamps for A+ and Security+ will be held March 17-19. Faculty will be presenting at the "Future Ready Conference" in May.

d. **BC3**: Little Moon Marketing filmed testimonial videos on campus which went well. Scholarship funds have been distributed to students. Preparations continue for the cybersecurity conference which will be held on April 10. A BC3 student has been chosen to intern at CTC.
e. **WCCC**: A coding camp will be held for middle school students on March 1 which will focus on snap circuits. The CS intern has been working on setting up equipment for the Pearson Vue testing center. The BotsIQ combat robotics competition will be held at WCCC on March 12-13 and volunteers are needed. Staff will be attending upcoming advisory committee meetings for local career and technical centers.
f. **NCC**: Three interns will begin interning in early March. Interviews are being conducted to fill three open positions in computer science. Local career and technical centers will be visiting campus on April 24. The 3CS Conference will be held on April 25-26.

10. The next meeting will be held virtually on February 26, 2025 at 3:00PM.
11. With no further business, the meeting concluded at 3:50 PM EST.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag.

PC4A Biweekly Meeting
February 12, 2025 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from January 29, 2025 meeting.

Announcements/Updates

1. **PC4A Faculty Mailing List**
   a. Tentative faculty mailing lists were sent to all partners. Thank you to everyone who responded with an update. An introductory email to all faculty will be sent this week.
2. **POGIL Faculty Development Workshops**
   a. Thank you to partners for making a final push for the POGIL survey. Survey results are included as an attachment to this agenda. Based on responses, an introductory POGIL workshop will be offered and the LO is currently working on finalizing dates. More details will be shared as soon as possible.
3. **Internship Updates and Funding Support from LO**
   a. CTC has officially hired all three interns, who will begin work on February 17, 2025. Partners are currently working to submit budget modifications to cover internships funds.
   b. NR Labs interviewed four candidates, but no offers were made. The LO is currently working with NR Labs to offer a lunch and learn geared toward preparing students for employment. More details will be shared soon.
4. **Testimonial Videos**
   a. Testimonial videos will be filmed at BC3 on February 26, 2025 and interview questions have been shared with participants. Other West PA partners are asked to send possible filming dates along with a final list of names to the PM by the end of the day on **Monday, February 17, 2025**.
5. **Capture the Flag Spring Event**
   a. The CTF competition will be held on March 28-29, 2025. Hack the Box is currently working to set up the online environment and a flyer and dedicated website will be shared with partners asap.
6. **Partner Student Survey**
   a. All partners are asked to continue distributing the student survey to their students and are strongly encouraged to require completion of the survey in their classes. Below are current survey responses:

Partner	Responses Received
BC3	27
BUCKS	2
MCCC	29
NCC	-
PHCC	-
WCCC	-
Total	58

7. **PC4A Partner Updates**

Minutes of the PC4A Biweekly Meeting
Held Virtually on February 12, 2025 at 3:00 PM

Members Present: James Bretz, Celisa Counterman, Bryson Edwards, Kelli Gardner, Josh Hamilton, Donna Reed, Erica Reighard, Christie Sever, Lydia Taylor, Courtney Tilton, Casey Veychek, Barb Zaborowski

Meeting Information

1. Motion to approve the minutes from the January 29, 2025 meeting was made by Erica Reighard and seconded by Barb Zaborowski and Christie Sever. The motion was approved unanimously.
2. A tentative list of faculty in targeted programs was sent to all partners and updates were requested. An introductory email will be sent to all faculty members soon and partners are asked to have faculty add pc4a-stem@iup.edu to their address book.
3. The POGIL Interest Survey results showed that the majority of interested faculty had not attended a POGIL workshop previously. Based on this feedback, the introductory workshop will be offered again this year. PHCC and MCCC have offered to host, and details will be shared with partners as soon as possible.
4. CTC Internships will begin with three students on Monday, February 17, 2025. A press release will be shared congratulating students soon. Unfortunately, no candidates have been chosen by NR Labs, and a lunch and learn event is being planned to help students prepare for interviews and employment.
5. Testimonial videos will be filmed at BC3 on February 26, 2025. Other West PA partners are asked to share a list of students/faculty willing to participate by the end of the day on Monday, February 17, 2025.
    a. PHCC's Northstar Dual Enrollment students will be featured in the testimonial videos, and the PM will coordinate with their guidance counselor to get filming scheduled.
    b. Eastern PA partners are asked to reach out to students for written testimonials as it is unlikely that videos will be able to be filmed at their schools due to budget/time constraints.
6. The CTF environment has been created, and the PM is working with HackTheBox to get access for partners to test challenges. Below are additional details about the event:
    a. A dedicated website and flyer will be shared with partners soon, along with instructions on how students can create an account, join a team, and register for the event.
    b. The PI has approved a $4,200 prize pool which includes $150, $100, and $50 gift cards for members of first, second, and third place teams respectively, along with a certification exam voucher up to $180.
7. The PC4A Student Survey was distributed to all partners, and all are asked to share the survey with their students. Current responses were shared with partners.
8. Partners provided the following updates:
    a. **PHCC**: Three internship positions are currently being filled. Work will begin soon to develop marketing materials for the upcoming certification-prep bootcamps. Representative Frank Burns visited PHCC campus and met with administrators to determine how he can assist PHCC. Information on PC4A was shared, and Mr. Burns expressed an interest in assisting with helping PC4A get the three-year grant extension.
    b. **BUCKS**: Cert-prep bootcamps are tentatively scheduled for Spring Break, and a faculty member will be presenting at the upcoming Future Ready conference. Bucks may be able to open the cert-prep workshops to other partner institutions, more information will be shared when possible.

c. **WCCC**: The Cybersecurity Club co-sponsored a VCR party last week that was well received. Planning continues for the March coding camp for middle school students. The WCCC intern has been working on setting up equipment for the Pearson Vue Testing Center. WCCC will also be hosting the BotsIQ competition in March.
d. **MCCC**: Two students completed the A+ bootcamp and have successfully passed both exams. Three more students will be taking the exam soon. A meeting with high school students Chief Science Officers is planned, and the Cisco Support Manager has officially begun employment.
e. **NCC**: Interviews are scheduled for a new computer science faculty member. Tobyhanna Army Depot is having an open house March 18-20 and faculty will be attending. An NCC open house will be held in April. $45,000 in scholarships was recently awarded to students.
f. **BC3**: Grace Ji has joined BC3 as a Computer Science faculty. Scholarship applications have opened and students are reminded to apply. Work continues on the Cybersecurity Conference which will be held in April. Study materials are being offered to students to encourage certification obtainment, particularly CompTIA A+.

9. The next meeting will be held virtually on February 26, 2025 at 3:00PM.
10. With no further business, the meeting concluded at 3:50 PM EST.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag.

PC4A Biweekly Meeting
January 29, 2025 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from January 15, 2025 meeting.

Announcements/Updates

1. **Quarterly Report Updates**
   a. Thank you to all partners for submitting their quarterly report on time. The LO will submit the report by the deadline of January 30, 2025.
2. **PC4A Faculty Mailing List**
   a. To assist with sharing information, the LO is compiling a mailing list for PC4A partner faculty. All emails will be sent from pc4a-stem@iup.edu, and partners are asked to have faculty add project email to their contact list.
3. **POGIL Faculty Development Workshops**
   a. Partners are asked to continue distributing the POGIL Interest Survey to faculty. Responses are due **by January 31, 2025**. Details below:

Partner	Responses
BC3	3
BUCKS	-
MCCC	3
NCC	2
PHCC	5
WCCC	5
TOTAL	**18**

4. **Internship Updates and Funding Support from LO**
   a. CTC has chosen three candidates for a paid internship. Partners have been contacted regarding budget, and more details will be shared with partners as soon as a candidate is selected.
5. **Testimonial Videos**
   a. West PA Partners are asked to provide names/email addresses for faculty and students willing to participate in the testimonial video by **no later than January 31, 2025**.
6. **Capture the Flag Spring Event**
   a. A meeting with Hack the Box will be held on January 29, 2025 and more details will be shared with partners at the bi-weekly meeting.
7. **Partner Student Survey**
   a. All partners are asked to distribute the student survey to their students and are strongly encouraged to require completion of the survey in their classes. The survey will close on **February 28, 2025**. Five respondents will be randomly selected to receive a $100 gift card.
8. **PC4A Partner Updates**

Minutes of the PC4A Biweekly Meeting
Held Virtually on January 29, 2025 at 3:00 PM

Members Present: James Bretz, Jackie Burger, Michael Caglia, Celisa Counterman, Bryson Edwards, Waleed Farag, Kim Fish, Kelli Gardner, Josh Hamilton, Becky Hays, Melissa Langer, Tim McCroskey, Michele Paonessa, Donna Reed, Erica Reighard, Christie Sever, Robert Stefko, Lydia Taylor, Courtney Tilton, Casey Veychek, Barb Zaborowski

Meeting Information

1. Motion to approve the minutes from the January 15, 2025 meeting was made by Barb Zaborowski and seconded by Courtney Tilton. The motion was approved unanimously.
2. Partners were thanked for submitting their quarterly reports on time. The quarterly report was submitted to the funding agency on January 29, 2025.
3. The PM is putting together a faculty mailing list to make communication easier and increase participation in the project. Partners will be sent a preliminary faculty list to approve and are asked to inform their faculty that they may get communication from pc4a-stem@iup.edu email address.
4. All partners were asked to make one final push to increase the number of responses to the POGIL workshop survey as responses will be used to plan the event. Partners will share the survey again.
5. CTC has selected three candidates for a possible internship. Partners have been notified, and budget modifications are underway. An update for the NR Lab internship will be shared with partners as soon as possible.
6. Testimonial videos are tentatively scheduled to be filmed on February 26, 2025 at BC3. More details will be shared soon. Other West PA partners are asked to send a list of students/faculty interested in participating in the videos.
    a. PHCC is interested in interviewing high school students who are part of the new cybersecurity certificate program and will reach out to the school to confirm dates.
    b. Written testimonials are encouraged by students/faculty who do not want to appear on camera.
7. The PI and PM met with a representative from Hack the Box to learn more information about the planned CTF competition.
    a. The event can be held synchronously or asynchronously, each partner will determine which option is best for their students.
    b. Partners agreed that holding the competition after spring break would encourage more participation.
8. The annual student survey was distributed to all partners and everyone is asked to share the survey with students. Partners are strongly encouraged to require completion of the survey in their classes. Once the survey closes on February 28, 2025, five respondents randomly chosen to receive a $100 gift card.
9. Tim McCroskey from the IUP Research Institute shared that all payment systems have been restored after the funding pause announced by the White House.
10. Partners provided the following updates:
    a. **PHCC**: Work continues preparing for the BSides Cybersecurity event and submission of the CAE annual report. Senior centers are being identified for students to visit and share information on safe online behavior. Two internship positions are open, and interviews will be conducted soon. Two certification workshops are being planned for spring break and at the conclusion of the spring semester. Students will have input on the type of certification workshop to be offered. Work continues on the HS cybersecurity summer camp.

b. **BUCKS**: Two cert-prep bootcamps were held in the beginning of January with 20 students each. Free textbook/lab vouchers have been distributed to students for the spring semester. The budget is currently under review to add the paid internship through CTC. Two additional cert-prep bootcamps are planned this semester, along with three Python training courses. Work continues to add Java and Python to courses.
c. **WCCC**: Equipment is being set up for the Pearson Vue testing center. A winter coding camp will be running soon and has been advertised through WCCC's marketing department. Work continues on cert-prep boot camps which will be held soon.
d. **NCC**: Internship requests have increased, and a budget modification will be submitted soon. A Computer Science faculty position is open, and interviews will be conducted soon. Curriculum changes are underway.
e. **MCCC**: 104 CompTIA vouchers have been distributed to students. 22 students attempted the A+ certification exam, nine students passed, nine failed, and four students received an NA. An outreach program aimed at senior centers is currently being developed and will be offered by honor society computer science students. A new part-time Cisco admin will start soon. MCCC will not be offering Net+ cert-prep bootcamps and asked if partners who are hosting a workshop would allow MCCC students to join. Multiple positions are open in the Computer Science department.
f. **BC3**: The scholarship application will open next week to IT majors. TestOut access codes will be purchased and distributed to about 70 students. Work has begun on the Cybersecurity Conference and partners are asked to send suggestions for topics or speakers. One graduate will attempt the Net+ certification to assist with updating the Net+ bootcamp to cover new content. A Security+ bootcamp will be held in May.

11. The next meeting will be held virtually on February 12, 2025 at 3:00PM.
12. With no further business, the meeting concluded at 4:00PM EST.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag.

PC4A Biweekly Meeting
January 15, 2025 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from December 18, 2024 meeting.

Announcements/Updates

1. **Quarterly Report Reminders**
   a. Quarterly reports are due no later than **12:00PM on Friday, January 17, 2025**. Please submit reports and all supporting documentation as soon as possible.
   b. Partners are to pay close attention to their emails over the next week as additional information/documentation may be requested.
2. **December Invoices**
   a. Thank you to the partners who submitted their December invoices on time. Current spending for Y3 is shown below:

Partner	% Spent
LO	15% (Nov)
BUCKS	25%
BC3	22%
MCCC	23%
NCC	21%
PHCC	16%
WCCC	31%

3. **One-on-One Partner Progress Meetings**
   a. One-on-one meetings with all partners will be held in early March 2025. Partners are asked to share their availability.
4. **Textbook/Lab Vouchers**
   a. The LO is offering textbook/lab vouchers for any partner who may need them for the spring semester. Please submit requests via email including the type and quantity of vouchers needed. **Please note**: It is expected that partners spend their own budgets first before requesting vouchers.
5. **Internship Updates and Funding Support from LO**
   a. CTC has received nine applications and is currently conducting phone screenings. Candidates will be contacted soon for interviews, and details will be shared with partners as soon as possible.
   b. Partners who may need funding support for paid internship opportunities are asked to reach out to the PM in case budget adjustments need to be made.
6. **Testimonial Videos**
   a. West PA Partners are asked to provide names/email addresses for faculty and students willing to participate in the testimonial video by **no later than January 31, 2025**.
   b. Testimonials videos may be created for East PA partners depending on the availability of funds.

7. **Capture the Flag Spring Event**
    a. A summary of the results of the CTF survey is included below. The LO is currently working with Hack the Box to develop the CTF event.
    b. Partners are asked to provide feedback on possible dates for the event.
    c. **CTF Survey Results**
        i. **Interest**: Yes (*35%*), Maybe (*53%*)
        ii. **Challenges**: Ten (*60%*)
        iii. **Length**: Two days (*38%*)
        iv. **Team Size**: Four (*43%*)
        v. **Time**: Either weekday or weekends (*58%*), Weekends (*25%*)
        vi. **Difficulty Level**: Medium (*52%*)
        vii. **Topics**: Web (*16%*), Open-Source Intelligence (*16%*), Forensics (*15%*), Hardware (*15%*)
        viii. **Prize**: Cash/gift card (*70%*)
8. **POGIL Faculty Development Workshops**
    a. Partners are asked to continue distributing the POGIL Interest Survey to faculty. Responses are due **by January 31, 2025**. Details below:

Partner	Responses
BC3	3
BUCKS	-
MCCC	-
NCC	2
PHCC	5
WCCC	-
TOTAL	**10**

9. **Partner Student Survey**
    a. In Y2, a survey was distributed to students to help evaluate project impact with lower-than-expected participation. To increase participation, the survey will be distributed to students much earlier in the semester. Partners will be asked to distribute the survey to all students in their targeted programs and are strongly encouraged to require completion of the survey in their classes. Details will be shared with partners as soon as possible.
10. **PC4A Partner Updates**

Minutes of the PC4A Biweekly Meeting
Held Virtually on January 15, 2025 at 3:00 PM

Members Present: Waleed Farag, Josh Hamilton, Sherri Mack, Greg Paonessa, Donna Reed, Erica Reighard, Christie Sever, Barb Zaborowski

Meeting Information

1. Motion to approve the minutes from the December 18, 2024 meeting was made by Barb Zaborowski and seconded by Greg Paonessa. The motion was approved unanimously.
2. Partners were reminded to send their quarterly reports to the PM by no later than 12:00PM on Friday, January 17, 2025.
3. Partners were thanked for sending their December 2024 invoices on time. The following table was shared, and partners were encouraged to continue spending in accordance with project objectives and timelines.

Partner	% Spent
LO	15% (Nov)
BUCKS	25%
BC3	22%
MCCC	23%
NCC	21%
PHCC	16%
WCCC	31%

4. The LO is offering textbook/lab vouchers for PC4A partner students in the Spring 2025 semester. Partners should send requests via email as soon as possible, and all were reminded that it is preferred that partners spend their own budgets first before requesting support from the LO.
5. One-on-one meetings will be held with all partners in March 2025. Partners are asked to share their availability for these meetings as soon as possible.
6. CTC has received nine internship applications and is currently conducting phone interviews with candidates. Partners who may not have funds available in their budget for a paid internship are asked to reach out to LO as soon as possible so budget adjustments can be made.
7. All partners are reminded to engage with PC4A social media accounts.
8. Western PA partners are asked to send names/contact info for faculty, staff, and students that are willing to participate in a testimonial video by no later than January 31, 2025.
9. A summary of the results of the Capture the Flag Interest Survey was shared with partners, and feedback was requested:
    a. MCCC proposed a one-day event for students who do not have much experience with hackathon events.
    b. PHCC and South Hills is working on a beginner event to be run during the BSides conference and will share additional details with partners soon.
    c. Partners agreed on the following:
        i. One event for all partner students
        ii. A large prize will encourage participation
        iii. Holding the event on a Friday is preferred
        iv. Teams should be limited to up to five students

10. All partners were reminded to share the POGIL Faculty Development Workshop Survey with their faculty. The survey will close on January 31, 2025 and responses will be used to determine the type of workshop and content delivered.
11. The partner student survey will be distributed to partners soon. Partners will be asked to require completion of the survey in their classes and additional details will be shared with partners as soon as possible.
12. Partners provided the following updates:
    a. **PHCC:** PHCC is still searching for a full-time faculty member. A Capture the Flag event is being planned to run concurrently with the BSides conference in May 2025. Internships are being advertised to students. Some students have expressed an interest in earning certification and staff are working with the on-campus testing center. Outreach/marketing activities will ramp-up in Spring. A summer HS event is currently being planned. PHCC received 100 laptops pre-loaded with SkillUP PA software which includes free courses for CompTIA exam preparation.
    b. **MCCC:** 30 students participated in the CompTIA A+ bootcamp and 18 were awarded exam vouchers. Eight students attempted the exam and five passed. 14 students are currently participating in the Python coding camp. MCCC is working on producing in-house testimonial videos with students and industry partners.
    c. **WCCC:** A candidate has been selected for the on-campus internship and will start next week. Work continues to get the Pearson Vue testing center established. Information was shared with students regarding the upcoming Security+ bootcamp. A MS/HS one-day workshop is being planned for the middle of March.
    d. **BC3:** An internship position has opened up as the current intern has found full-time employment. The internship will be updated to include study time for A+ certification as there is not enough interest to host a bootcamp. The CompTIA Network+ bootcamp was held over the winter with four participants. All students attempted the exam but only one student passed due to the increased difficulty of the exam. Future bootcamps will be updated. Co-PI Mack gave a presentation on the project at a recent Board of Trustees meeting which was well received. A new faculty member has been hired who will focus on secure programming.
13. The next meeting will be held virtually on January 29, 2025 at 3:00PM.
14. With no further business, the meeting concluded at 4:00PM EST.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag.

PC4A Biweekly Meeting
December 18, 2024 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from December 4, 2024 meeting.

Announcements/Updates

1. **November Invoices**
   a. Thank you to partners who submitted their November invoices on time.
   b. Due to the upcoming Quarterly Report, all partners are asked to ensure that their December invoice is submitted by the January 10, 2025 deadline.
   c. Current spending for Y3 is shown below:

Partner	% Spent
LO	15%
BUCKS	16%
BC3	22%
MCCC	18%
NCC	16%
PHCC	13%
WCCC	11%

2. **CTC and NR Labs Application Updates**
   a. Six applications have been received for the NR Labs internship, and a few have been received for the CTC Internship. CTC has plans to interview candidates soon. An update on NR Labs internships will be provided as soon as possible.
   b. All partners are asked to continue advertising both internship opportunities and encourage students to apply.
3. **Testimonial Videos**
   a. West PA Partners are asked to send contact info for faculty/students willing to participate in the video by **January 31, 2025** along with possible dates/times for filming.
4. **Capture the Flag Interest Survey**
   a. The deadline to submit a response to the CTF survey is December 20, 2024. All partners are asked to please send the survey to all students one more time. Total responses are below:

Partner	Responses	Response Rate
BUCKS	6	4%
BC3	26	%
MCCC	21	2%
NCC	6	1%
PHCC	4	%
WCCC	5	3%
Total	**68**	

5. **POGIL Interest Survey**
    a. To help plan for the upcoming POGIL faculty development workshops, all partners are asked to distribute the interest survey to all STEM faculty. Seven responses received so far.
    b. Reponses will be used to determine which type of workshop will be offered, along with location (in-person/virtual).
6. **Next Bi-weekly Meeting**
    a. The next Bi-weekly meeting will be held on January 15, 2024. If this date conflicts with your schedule, please inform us asap.
7. **PC4A Partner Updates**

Minutes of the PC4A Biweekly Meeting
Held Virtually on December 18, 2024 at 3:00 PM

Members Present: Waleed Farag, Kelli Gardner, Sherri Mack, Guy Patra, Paul Process, Donna Reed, Robert Stefko, Lydia Taylor

Meeting Information

1. Motion to approve the minutes from the December 4, 2024 meeting was made by Guy Patra and seconded by Paul Process. The motion was approved unanimously.
2. Partners were thanked for sending their November 2024 invoices on time. The following table was shared, and partners were encouraged to continue spending in accordance with project objectives and timelines.

Partner	% Spent
LO	15%
BUCKS	16%
BC3	22%
MCCC	18%
NCC	16%
PHCC	13%
WCCC	11%

3. Partners were reminded to please submit December 2024 invoices by no later than January 10, 2025, as a summary of Year 3-Quarter One spending will be included in the upcoming quarterly report.
4. The following updates were provided regarding PC4A internships:
    a. Six applications have been received for the NR Lab internship and four students have been selected for interviews. As some applications have not been up to NR Lab standards, the application form has been updated to include a "best practices" checklist, and partners are asked to review applications prior to student submission.
    b. Partners were asked to continue advertising the internship opportunity to their students.
5. PC4A is partnering with Little Moon Marketing to create testimonial videos to promote the project. All West PA partners are asked to submit a list of students/faculty who are willing to share their thoughts on the project by January 31, 2025, along with possible dates/times for filming. Videos will tentatively be filmed in mid-February.
6. Partners are asked to make one final push to encourage their students to complete the Capture-The-Flag interest survey by the December 20, 2024 deadline. Current responses are shown below:

Partner	Responses	Response Rate
BUCKS	6	4%
BC3	26	%
MCCC	21	2%
NCC	6	1%
PHCC	4	%
WCCC	5	3%
Total	**68**	

7. The PI and PM recently met with representatives from POGIL to discuss offering a POGIL faculty development workshop in Spring 2025. To assist with planning, an interest survey has been developed and shared with all partners. Partners are asked to distribute the survey to all STEM faculty. As of this meeting, seven responses have been received so far.
    a. Responses are vital to determine the type and length of the workshop, as an advanced POGIL workshop would require attendance of an introductory POGIL workshop.
    b. Partners interested in hosting an in-person workshop are asked to reach out to the PM.
8. The next bi-weekly meeting will be held on January 15, 2025 at 3:00PM. Partners are asked to contact the PM if they are unable to attend.
9. Partners provided the following updates:
    a. **BC3**: A new programming faculty has been hired and will start on January 9, 2025. Four students are participating in the winter cert-prep bootcamp, and students who pass the bootcamp exam will be awarded a CompTIA exam voucher. A possible summer A+ bootcamp may be offered depending on student interest. Planning for the Cybersecurity Community Event will begin in January.
    b. **NCC**: Tobyhanna Army Depot will accept up to four students for a Spring 2025 internship, and marketing of the internship will begin soon. A robotics camp for high-school students is being planned for Summer 2025.
    c. **BUCKS**: The second faculty python training went very well. Net+ and Security+ bootcamps will be held in January 2025, and both workshops will have 20 spots available. A marketing campaign focused on certifications for the spring is being developed and will be launched soon.
        i. MCCC is interested in partnering with BUCKS to offer Net+ certification workshops to MCCC students.
    d. **MCCC**: One faculty was provided with an exam voucher and has passed the first A+ exam. A local HS teacher has created a CIS honor society and is partnering with MCCC to offer opportunities for students to be of service in their community. The HS hackathon will be offered on December 19 and will be attended by 60 students. The Intro to Python course will begin in January, and 20 students will participate.
    e. **WCCC**: The IT team is working to get things set up for the Pearson Vue testing center. Four students have been interviewed for the Spring internship.
10. The next meeting will be held virtually on January 15, 2025 at 3:00PM.
11. With no further business, the meeting concluded at 3:40PM EST.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag.

PC4A Biweekly Meeting
December 4, 2024 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from November 13, 2024 meeting.

Announcements/Updates

1. **Internships Now Open at CTC and NR Labs**
   a. CTC and NR Labs are now accepting applications for internships. Details were shared with partners via email, and all are asked to share info with students and faculty.
2. **Testimonial Videos**
   a. PC4A has partnered with Little Moon Marketing to produce testimonial videos with students and faculty impacted by the project.
   b. All West PA partners are asked to put together a list of students/faculty who will agree to speak on camera about their experience with the project. Videos are expected to be made in February 2025 and partners will be contacted regarding filming schedules.
3. **Capture the Flag Interest Survey**
   a. Due to a lack of responses, the deadline to submit a response has been extended to December 20, 2024. All partners are asked to please require completion of the survey in their classes to help us better prepare for the upcoming event. Total responses are below:

Partner	Responses	Response Rate
BUCKS	6	4%
BC3	7	4%
MCCC	21	2%
NCC	6	1%
PHCC	2	3%
WCCC	5	3%
Total	**47**	

4. **Y3 First Quarterly Report**
   a. Templates will be sent to partners by the end of the week and reports will be due by no later than **12:00pm on Friday, January 17, 2025**.
   b. Partners are asked to provide as much detail as possible and to include photos, student comments, marketing materials, etc. when they submit their reports.
5. **Last Fall and First Spring 2025 Bi-weekly Meeting**
   a. Out last meeting this fall will be held on Dec. 18 at 3 PM. Our first Spring 2025 bi-weekly meeting will be held on Wednesday, Jan. 15, 2025 at 3 PM. Partners will be asked to confirm their availability for these dates.
6. **PC4A Partner Updates**

Minutes of the PC4A Biweekly Meeting
Held Virtually on December 4, 2024 at 3:00 PM

Members Present: Michael Caglia, Celisa Counterman, Waleed Farag, Maureen Farley, Melissa Langer, Sherri Mack, Guy Patra, Paul Process, Donna Reed, Erica Reighard, Christie Sever, Lydia Taylor, Courtney Tilton, Casey Veychek, Barb Zaborowski

Meeting Information

1. Motion to approve the minutes from the November 13, 2024 meeting was made by Erica Reighard and seconded by Sherri Mack. The motion was approved unanimously.
2. Internships are now open at CTC and NR Labs. All partners have been sent links to applications, along with an internship flyer. A dedicated internship page is also now live on the PC4A website. Partners are asked to share details with their students and faculty.
3. PC4A has partnered with Little Moon Marketing to film short testimonial videos of students/faculty to promote the project. West PA partners are asked to begin collecting names of students/faculty who would be willing to speak on camera about the project. Videos are expected to be filmed in February 2025.
4. All partners are asked to share/repost all PC4A social media posts to help boost engagement and project reach.
5. The following table was shared with partners showing the response count for the Capture the Flag survey. Due to a lack of responses, the deadline to submit the survey has been pushed to December 20, 2024. Partners were asked to share the survey in their classes to help increase response rate.

Partner	Responses	Response Rate
BUCKS	6	4%
BC3	7	4%
MCCC	21	2%
NCC	6	1%
PHCC	2	3%
WCCC	5	3%
Total	**47**	

6. The Y3 Quarter 1 report template will be sent to all partners by the end of the week (reporting period of September 1, 2024 through December 31, 2024). Completed templates are due to the Project Manager by 12:00 PM January 17, 2025. Partners are asked to include as much detail as possible along with any supporting documentation including marketing materials, event photos, student comments, etc.
7. The next bi-weekly meeting will be held on December 18, 2024. The following bi-weekly meeting (the first of the Spring 2025 semester) will be held on January 15, 2025 at 3:00pm.
8. Partners provided the following updates:
    a. **PHCC**: Certification exams will be held at the end of the semester. Staff are working on a budget modification to reallocate funds for a program assistant as the full-time faculty member originally included on the budget has not yet been hired. A digital literacy and cybersecurity for seniors program is currently being developed.
    b. **BUCKS**: The Python faculty training was held on 11/22/2024 and feedback was good. Two faculty from WCCC attended the Python training. Two certification workshops will be offered in early January, which are currently full.

c. **BC3**: Three students are interested in participating in the Net+ bootcamp to be held in December. The workshop will be opened to other IT students. A summer bridge course for programming majors will be offered to ensure students graduate on time. A new instructor is expected to start by the Spring semester. Six students were awarded scholarships to cover the entrance fee into the Kapp Beta Delta honor society.
d. **NCC**: Students will be attending the BSides event in Philadelphia. A new internship has opened for at least one student at Underdog Cyber Defense. Faculty attended development training, and one faculty earned a CCNA certification.
e. **WCCC**: Study materials for the upcoming certification workshop have been purchased and will be distributed to students soon. The planned winter coding camp has been rescheduled for the spring semester and is expected to be held in March. Work continues to establish the Pearson Vue testing center on campus.
f. **MCCC:** The Intermediate Unit is hosting a cybersecurity event for K-12 students and parents. The internship position has been posted and interviews will be held soon. An ambassador program is currently being developed to assist with the project and allow students to mentor their classmates. Six faculty are currently taking the A+ training. The intro to programming workshop currently has 18 students registered.

9. The next meeting will be held virtually on December 18, 2025 at 3:00PM.
10. With no further business, the meeting concluded at 3:40PM EST.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag.

PC4A Biweekly Meeting
November 13, 2024 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from October 30, 2024 meeting.

Announcements/Updates

1. **Internship Opportunity with NR Labs**
   a. Jon David, Managing Director, will discuss NR Labs and opportunities available to PC4A students.
2. **Invoices**
   a. Thank you to partners who submitted their October 2024 invoice on time. Current spending is shown below:

Partner	Y3 Spending through October
LO	2% (September)
BC3	19%
BUCKS	5%
MCCC	9%
NCC	6%
PHCC	8%
WCCC	7%

3. **Security Clearance Lunch and Learn**
   a. The November 5, 2024 Security Clearance Lunch and Learn event was attended by 7 students.
   b. Additional workshops will be offered in the Spring and partners will be asked to provide feedback on possible dates at a future meeting.
4. **Capture the Flag Survey**
   a. Partners were asked to distribute the Capture the Flag Interest Survey to all students in their targeted program to assist with planning a Spring 2024 Capture the Flag event. Due to lack of responses, the deadline has been extended to **November 30, 2024**. Response details below:

Partner	Responses
BC3	3
BUCKS	2
MCCC	19
NCC	3
PHCC	0
WCCC	2
Total	**29**

5. **Lack of Student Engagement**
   a. Partners will be asked to provide feedback on the lack of student participation in activities and discuss options to encourage more students to engage with the project.
6. **Spring Faculty Development**
   a. Due to the success of the previously offered POGIL workshops, additional workshops will be offered to partner faculty in Spring 2025. Partners are asked to provide feedback on the type of workshop, and possible dates.

7. **Upcoming Bi-weekly Meeting Schedule**
    a. The schedule for bi-weekly meetings during the holidays will be discussed.
8. **PC4A Partner Updates**

Minutes of the PC4A Biweekly Meeting
Held Virtually on November 13, 2024 at 3:00 PM

Members Present: Celisa Counterman, Jon David, Waleed Farag, Kim Fish, Kelli Gardner, Josh Hamilton, Melissa Langer, Sherri Mack, Greg Paonessa, Guy Patra, Donna Reed, Erica Reighard, Christie Sever, Robert Stefko, Lydia Taylor, Courtney Tilton, Casey Veychek

Meeting Information

1. Motion to approve the minutes from the October 30, 2024 meeting was made by Erica Reighard and seconded by Guy Patra. The motion was approved unanimously.
2. Jon David from NR Labs attended the meeting and provided the following information on the new internship partnership with PC4A:
    a. NR Labs is able to accept one or two exceptional students for a paid internship.
    b. Potential candidates should be self-learners, passionate, motivated, persistent, and curious with excellent soft skills.
    c. The internship will focus on offensive security and will be offered remotely at 10 -20 hours a week.
        i. One on-site day a month would be preferable but isn't required.
        ii. Partners can support travel with project funds if available.
    d. Start date for internship is flexible depending on candidates' availability.
3. The following table was shared with partners showing Y3 spending. All partners were asked to continue spending according to project objectives and timelines.

Partner	Y3 Spending through October
LO	2% (September)
BC3	19%
BUCKS	5%
MCCC	9%
NCC	6%
PHCC	8%
WCCC	7%

4. The Security Clearance Lunch and Learn event was held on November 5, 2024 and was attended by seven students. CTC is willing to offer additional workshops in the Spring semester, and partners will be contacted about the best days/times to encourage more attendance at the event. Partners commented that individual sessions for each school may be easier to facilitate.
5. The following table was shared with partners showing the response count for the Capture the Flag survey. Due to a lack of responses, the deadline to submit the survey has been pushed to November 30, 2024. All partners were asked to distribute the survey to all students in their targeted programs.

Partner	Responses
BC3	3
BUCKS	2
MCCC	19
NCC	3
PHCC	0
WCCC	2
Total	**29**

6. Partners were asked to discuss the lack of student engagement in project-related activities:
    a. Sherri Mack commented that participating in activities is difficult for many students and proposed a remote project/activity that students who received project benefits (scholarship, textbooks, etc.) could work on together. The activity would be student run.
        i. Partners agreed that this was a good idea.
    b. Partners were asked to engage more with project social media accounts to better publicize activities and progress.
7. Partners were asked to consider the possibility of offering a follow-up POGIL workshop in Spring 2025 for faculty development. Additional details will be shared soon.
8. Bucks is offering a Python training for faculty at partner schools. Details will be sent to partners via email soon.
9. Due to the Thanksgiving holiday, the next bi-weekly meeting will be pushed until December 4, 2024 at 3:00pm. Partners agreed that Wednesdays at 3:00pm will continue to work for bi-weekly meetings during the Spring semester.
10. Partners provided the following updates:
    a. **BUCKS**: The Python faculty training is ready to launch, and five spots are open for PC4A partner faculty.
    b. **PHCC**: The search for a faculty member is still underway. A Capture the Flag event with BSides is being pursued. Sites for high school students to job shadow are currently being researched. Interns are expected to be placed by the Spring semester. The Co-PI recently presented at a local technical school on the project.
    c. **MCCC**: A hackathon will be held on December 19, 2024 for high school students. An A+ workshop will be held in January with online proctoring (hopefully). A K-12 cyber event will be held with the Montgomery County Intermediate Unit. A programming workshop will be offered to new students in January and 15 students have already signed up.
    d. **BC3**: A representative from NASA met with students to share information on employment and internship opportunities, and connections were made for a NASA cybersecurity representative to present at the Spring cybersecurity conference. Interviews are being conducted for a new faculty member to begin in Spring. Faculty are preparing for the summer certification-prep workshop. The Co-PI attended a vo-tech event and met with faculty to discuss the project.
    e. **WCCC**: The Security+ cert-prep bootcamp will begin on December 3, 2024. The internship job has been posted and resumes have been received. A meeting is scheduled with the dean to discuss the Pearson Vue testing center. The MS/HS coding camp will be offered in the middle of January.
    f. **NCC:** PC4A staff from MCCC, NCC, and Bucks to discuss transferring credits. Faculty will be attending a conference in NYC. Two faculty will be visiting with students and their parents to discuss computer science related programs. Another company is interested in accepting interns and additional details will be shared soon. Two students were issued certification vouchers. Four students are expected to intern in the Spring.
11. The next meeting will be held virtually on December 4, 2024 at 3:00PM.
12. With no further business, the meeting concluded at 3:55PM EST.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag.

PC4A Biweekly Meeting
October 30, 2024 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from October 16, 2024 meeting.

Announcements/Updates

1. **Direct Deposit for Reimbursement Payments**
   a. Any partner who wishes to have reimbursement payments direct deposited should submit the direct deposit form to pbretz@iup.edu. Forms have been provided to partners via email.
2. **Security Clearance Lunch and Learn**
   a. The October 22, 2024 Security Clearance Lunch and Learn event was attended by 14 students.
   b. The next session will be held on November 5, 2024 from 1:00pm-2:00pm. Partners are asked to strongly encourage their students to attend, and to ask faculty to include the presentation as part of their classes.
3. **RC3 Awardee Presentation**
   a. The PI presented on Y2 progress at the annual RC3 awardee meeting with the funding agency. Thank you to Sherri Mack and Jamie Bretz for attending the meeting and sharing their insights with attendees.
4. **DD 882 Forms**
   a. Thank you to all partners for submitting the DD 882 forms. Forms have been sent to the RI for submission to the funding agency.
5. **Student Testimonial Videos**
   a. The PI and PM are working with Little Moon Marketing to develop testimonial videos from students who have been impacted by the program. Additional information will be shared with partners soon, and partners are asked to begin compiling a list of students who may be interested in participating.
6. **Hackathon Demo Meeting**
   a. Partners are asked to provide possible dates/times in November for a meeting with representatives from HackTheBox to discuss event logistics and demo the event software.
7. **PC4A Partner Updates**

Minutes of the PC4A Biweekly Meeting
Held Virtually on October 30, 2024 at 3:00 PM

Members Present: Tammy Boice, Waleed Farag, Kelli Gardner, Melissa Langer, Sherri Mack, Greg Paonessa, Guy Patra, Paul Toro Proces, Donna Reed, Erica Reighard, Christie Sever, Lydia Taylor, Courtney Tilton, Casey Veychek, Barb Zaborowski

Meeting Information

1. Motion to approve the minutes from the October 16, 2024 meeting was made by Paul Proces and seconded by Greg Paonessa. The motion was approved unanimously.
2. The IUP Research Institute is now offering direct deposit for reimbursement checks. Partners interested in receiving direct deposit must complete the form that was emailed to all partners on 10/28/2024. All partners were encouraged to enroll in direct deposit to eliminate security concerns and delays in payments.
3. The Security Clearance Lunch and Learn event was offered to partner students on October 22, 2024. 14 students attended the event. Partners are asked to please promote the next event (November 5, 2024) with students and encourage them to attend.
4. The PI presented on PC4A progress at the annual RC3 Awardee Meeting which was attended by representatives from the funding agency and all other RC3 awardees. Sherri Mack and Jamie Bretz were thanked for attending the meeting and sharing their input. The presentation was shown to partners which focused on accomplishments and outcomes.
5. Partners were thanked for submitting the DD882 forms on time. All forms were submitted to the funding agency on October 30, 2024.
6. To better highlight the impact PC4A has on students, the PI and PM are working with Little Moon Marketing to develop testimonial videos that will be published on the PC4A website and social media accounts. Partners will be contacted to schedule on-site visits with the marketing team, and partners are asked to begin compiling a list of students who may want to publicly share how the project has impacted them. Additional details will be shared with partners soon.
7. A Capture the Flag event is being planned with all PC4A partner students, and partners are asked to provide input on a possible meeting time with event planners to demo the software and choose challenges.
    a. It was determined during the meeting that inviting HackTheBox representatives to the next bi-weekly meeting would be more beneficial.
8. Partners provided the following updates:
    a. **NCC:** A Cybersecurity Awareness Presentation was provided to students by NCC faculty. A student was awarded a Net+ certification exam voucher, and has already passed the exam. NCC will be meeting with BUCKS and MC3 to continue discussions on transfers between institutions. Curriculum changes are underway. Up to four internships are expected in the Spring semester at Tobyhanna Army Depot. Open houses have been held and pictures will be shared.
    b. **BC3**: Interviews are scheduled for the open faculty position and it is hoped that the position will be filled soon. An open house was held and information on the project was shared. Certification boot camps will be expanded to include students in additional courses, and other students will be handpicked to receive exam vouchers based on achievement. A NASA representative will be visiting with students on November 12-13, 2024.
    c. **BUCKS**: 20 students are registered for the CompTIA A+ and Net+ boot camps, with additional students permitted to attend without being awarded an exam voucher. Faculty are registering

for the Python training camp, which has been opened to all PC4A partner faculty. Marketing will continue in the Spring semester, and curriculum is being reviewed for updates.

d. **MCCC**: A new program has been developed to recruit faculty and offer CompTIA A+ certification training. The CIS Director position is still open, and partners are asked to send potential candidates. An IUP CS Day Watch Party was held with High School CompSCI instructors and information on available programs and the PC4A project was shared. Open houses were held and attended by over 400 students. A hackathon for local high school students will be held at MCCC on December 19, 2024.
e. **WCCC**: Students attended the IUP CS Day. Materials have been ordered for the winter Security+ bootcamp for college students and coding bootcamp for middle and high school students. Co-PI Caglia has attended a few CTC OAC meetings recently and shared information on the project. Approval has been given to post the spring/summer internship position.

9. The next meeting will be held virtually on November 13, 2024 at 3:00PM.
10. With no further business, the meeting concluded at 3:45PM EST.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag.

PC4A Biweekly Meeting
October 2, 2024 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from October 2, 2024 meeting.

Announcements/Updates

1. **Y2 Spending Updates**
   a. Thank you to all partners for submitting invoices on time. Partners are reminded to please spend funds consistently throughout Y3 and submit invoices by the 10th of each month.

Partner	Budget Spent
Overall	4%
LO	2%
BC3	15%
BUCKS	2%
MCCC	4%
NCC	4%
PHCC	5%
WCCC	6%

2. **PC4A Y2 Annual Newsletter**
   a. Partners will be sent the Y2 Annual Newsletter by the end of the week and are asked to provide feedback before publication.
3. **New Events Page on PC4A Website**
   a. A new page has been added to the PC4A website to highlight upcoming events.
   b. Partners are asked to submit any events they would like to be included on the page to the PM.
4. **Security Clearance Lunch and Learn**
   a. The Lunch and Learn will be held on October 22, 2024 and November 5, 2024 from 1:00pm-2:00pm. Flyers have been distributed to all partners and all are encouraged to market the event to their students.
5. **Upcoming Event Reminders**
   a. IUP's 17th Annual Cybersecurity Day: October 29, 2024.
      i. Complete details for the event will be available on the Cybersecurity Day website soon.
   b. The PI will provide a presentation on Oct. 24, 2024 to the funding agency and all RC3 awardees on Y2 progress. The presentation will be shared with partners soon.
6. **Lunch on Cybersecurity Day**
   a. Partners who will be attending CS Day in person are invited to have lunch with IUP administration, faculty and CS Day presenters. Partners will be asked to confirm/decline attendance.
7. **DD 882 Forms**
   a. All partners are asked to submit the completed DD 882 Forms by October 18, 2024.
8. **PC4A Partner Updates**

Minutes of the PC4A Biweekly Meeting
Held Virtually on October 16, 2024 at 3:00 PM

Members Present: Tammy Boice, Celisa Counterman, Waleed Farag, Maureen Farley, Kelli Gardner, Melissa Langer, Sherri Mack, Guy Patra, Paul Toro Proces, Donna Reed, Christie Sever, Robert Stefko, Lydia Taylor, Courtney Tilton, Casey Veychek, Barb Zaborowski

Meeting Information

1. Minutes from the October 2, 2024 meeting were approved unanimously.
2. The following chart was shared with partners to show spending progress in Y3. All partners were asked to continue spending funds according to project timelines and objectives.

Partner	Y2 Spending
Overall	4%
LO	2%
BC3	15%
BUCKS	2%
MCCC	4%
NCC	4%
PHCC	5%
WCCC	6%

3. The latest issue of the PC4A Newsletter is now published and available online. Partners were asked to share the newsletter on social media. The PC4A Newsletter Page was also updated to improve usability, and the new page was shared with partners.
4. The new Event Page on the PC4A website was shared with partners, and partners were asked to please provide details for event to be included on the page. The following details were also shared:
    a. A separate event page (similar to the Security Lunch and Learn page), can be easily created for any upcoming event. Partners should contact the PM if they would like a page to be created.
    b. Any upcoming event can be included on the events page, regardless of future date.
5. Partners were reminded to continue marketing the upcoming Security Clearance Lunch and Learn event to their students and faculty.
6. The 17th Annual Cybersecurity Day will be held in-person and live streamed on October 29, 2024. All publicity materials have been shared with partners, and all partner faculty and their students are encouraged to attend.
    a. Partners attending CS Day in person are invited to join IUP administration and guest speakers for lunch. Partners are asked to confirm via email if they will be attending lunch.
7. The PI will be presenting on Y2 progress to the funding agency and all RC3 awardees on October 24, 2024. Any partner who is interested in attending should contact the PM for registration information.
8. Partners were reminded to please submit the completed DD882 forms for submission to the funding agency by October 18, 2024.
9. Partners provided the following updates:
    a. **WCCC**: Students will be attending the Security Clearance Lunch and Learn, and students will also be attending CS Day in person. Work is continuing on the Pearson Vue Testing Center. Dates are being finalized for an upcoming certification-prep workshop. Michael Caglia will be attending an OAC meeting with a local CTC to strengthen the relationship with high school students.

b. **BC3**: Faculty are looking into HackTheBox activities for students in the Spring semester, and new certification-prep workshops are being planned for students in additional STEM courses.
c. **NCC**: Two faculty will be attending the EC-Council training. Project staff attended the Lehigh Valley Tech and Talent Expo to meet with companies and discuss opportunities for students. Surveys have been distributed to collect certification and employment information. Two students shared the impact that project has had on them with the NCC Board of Trustees, and their stores were very appreciated. A curriculum committee meeting is scheduled to discuss the re-design of college algebra. Two open houses will be held at the Monro and Bethlehem campuses soon. Four students are currently interning at Tobyhanna Army Depot.
d. **PHCC**: Students enrolled in the Institute for Cybersecurity were brought to campus for instruction, and a tour of the campus. The BSides Conference has been rescheduled for May 8, 2024 at PHCC.
e. **BUCKS**: John Summers has joined the project and will be taking over curriculum changes and development of the Python training classes. Students have already signed up for the Net+ certification-prep workshop.
f. **MCCC**: Open houses are being held regularly. A dual enrollment event is scheduled and information on the project will be shared. MCCC has collaborated with BUCKS and NCC to discuss transferring courses between partners to encourage more transfers to 4YI, with a focus on Penn State Abington. A watch party will be held for students to virtually attend Cybersecurity Day at IUP.

10. The next meeting will be held virtually on October 30, 2024 at 3:00PM.
11. With no further business, the meeting concluded at 3:45PM EST.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag.

PC4A Biweekly Meeting
October 2, 2024 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from September 18, 2024, meeting.

Announcements/Updates

1. **Y2 Annual Report Updates**
   a. Thank you to all partners for submitting their annual reports and for all their hard work in Y2. The PC4A Y2 Annual Technical Report was successfully submitted on September 30, 2024.
2. **Y2 Spending Updates**
   a. Below are final numbers for spending in Y2. Partners are reminded to please spend funds consistently throughout Y3 and submit invoices by the 10th of each month.

Partner	Y2 Spending
Overall	84%
LO	78%
BC3	84%
BUCKS	90%
MCCC	90%
NCC	84%
PHCC	97%
WCCC	62%

3. **Y2 Data**
   a. Y2 data has been analyzed and details will be shared with partners.
4. **Security Clearance Lunch and Learn**
   a. The Lunch and Learn will be held on October 22, 2024 and November 5, 2024 from 1:00pm-2:00pm. Flyers have been distributed to all partners and all are encouraged to being marketing the event to their students.
5. **Upcoming Event Reminders**
   a. IUP's 17th Annual Cybersecurity Day: October 29, 2024.
      i. Complete details for the event will be available on the Cybersecurity Day website soon.
   b. The PI will provide a presentation on Oct. 24, 2024 to the funding agency and all RC3 awardees on Y2 progress. The presentation will be shared with partners soon.
6. **PC4A Partner Updates**

Minutes of the PC4A Biweekly Meeting
Held Virtually on October 2, 2024 at 3:00 PM

Members Present: Michael Caglia, Celisa Counterman, Waleed Farag, Maureen Farley, Kelli Gardner, Melissa Langer, Tim McCroskey, Guy Patra, Greg Paonessa, Paul Proces, Donna Reed, Christie Sever, Lydia Taylor, Casey Vaychek

Meeting Information

1. Motion to approve the minutes from the September 18, 2024 meeting was made by Greg Paonessa and seconded by Guy Patra. The motion was approved unanimously.
2. The Y2 Annual Report was submitted on September 30, 2024. All partners were thanked for their hard work this year and for providing additional information as requested. The IUP Research Institute was also thanked for timely submission of all financial reports.
3. The following chart was shared with partners to show spending progress in Y2.

Partner	Y2 Spending
Overall	84%
LO	78%
BC3	84%
BUCKS	90%
MCCC	90%
NCC	84%
PHCC	97%
WCCC	62%

4. Spending for Y2 showed a great improvement from spending in Y1. All partners were provided with their Y3 budgets and are to follow those budgets for Y3 of the project. Partners who would like to discuss Y3 budget changes should reach out to the PI and PM.
5. Y2 Data has been analyzed and the presentation was shared with partners:
    a. Data collected during the two prior to the start of the project was averaged and compared with the averages of data during the first two years of PC4A.
    b. Many categories show in impressive improvement, including certification rates, female student enrollment, and minority student enrollment.
    c. The presentation will be sent to all partners to be shared at their individual institutions.
    d. Partners are asked to review the data and be prepared to share insight into the strategies/activities they've identified as having a positive impact on reaching project objectives.
6. Partners were reminded that the Security Clearance Lunch and Learn will be held on October 22 and November 5, 2024. Flyers will be sent to partners soon.
7. Partners were also reminded that Cybersecurity Day at IUP will be held on October 29, 2024. Marketing materials will be shared with partners as soon as possible.
8. The Y2 Review Meeting/Progress Report will be held on October 24, 2024 with the funding agency, and the PI will be reporting on all Y2 activities. If any partners are interested in attending, please contact the PM.
9. Partners provided the following updates:
    a. **NCC:** Co-PIs will be meeting with the board of trustees on October 3, 2024, to provide an update on the project, and two students will be in attendance to report on their experience. An open

house is coming up in a few weeks at the Pocono campus and project information will be shared. Four students are currently interning with Tobyhanna Army Depot.

b. **BUCKS:** Two cert-prep bootcamps will be offered in early January 2025, and two more will be held sometime in spring 2025. PC4A will be represented at multiple upcoming events. Updates will be made to the STEM website.
c. **MCCC:** PC4A has been represented at recent events and information will continue to be shared with students. A Dual Enrollment event will be held on October 11, 2024. MCCC is hosting a "watch party" for students to virtually attend IUP's Cybersecurity Day. A survey has been created to collect more insight into why students are not obtaining certification and more details will be shared soon. The online testing center is still being pursued to assist students with exam difficulties.
d. **WCCC:** One student just passed the CompTIA A+ Core 2 exam. Students and faculty will be attending IUP Cybersecurity Day, and Co-PIs are exploring the possibility of hosting a mini cybersecurity day at WCCC in November. The Cybertech Club will be hosting a "Time-Travel" day for students to explore past technologies. Certification-prep workshops will be held soon.
e. **BC3:** Candidates are being interviewed for the open faculty position in programming, and the position is expected to be filled in January. An open house will be held on October 20 and flyers on the project will be distributed. A representative from Vaco Talent Contractors may come on board to assist students with finding employment in their field. A new articulation agreement is underway for the cybersecurity program at LaRoche college. A CompTIA Network+ bootcamp will be held during the winter break.
f. **PHCC:** Several students are interested in the internship opportunity with CTC. Students and faculty will be attending IUP's Cybersecurity Day.

10. The next meeting will be held virtually on October 16, 2024 at 3:00PM.
11. With no further business, the meeting concluded at 4:00PM EST.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag.

PC4A Biweekly Meeting
September 18, 2024 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from September 4, 2024, meeting.

Announcements/Updates

1. **Y2 Invoice Updates**
   a. Thank you to partners who submitted their August invoice on time. Below is overall spending:

Partner	Budget Spent Through August
LO	64% (through July)
BC3	72% (through July)
BUCKS	90%
MCCC	55% (through July)
NCC	84%
PHCC	97%
WCCC	62%

2. **Y2 Data**
   a. Thanks to all partners for submitting their Y2 data. Data is currently being analyzed and results will be shared with partners at the next bi-weekly meeting.
3. **Y2 Annual Report**
   a. Thank you to all partners for submitting Annual Reports on time. Partners are asked to pay attention to their emails as additional information may be requested.
4. **Security Clearance Lunch and Learn**
   a. The Lunch and Learn will be held on October 22, 2024 and November 5, 2024 from 1:00pm-2:00pm. A flyer and meeting details will be shared with partners soon and all partners are asked to publicize the event to their students.
5. **Transfer Equivalencies**
   a. Statistics for transfer equivalencies between partner's targeted programs and IUP's cybersecurity program will be shared with partners.
6. **HackTheBox Capture the Flag Event**
   a. Details will be shared with partners for a Capture the Flag Event. Partners will be asked to provide feedback.
7. **Upcoming Event Reminders**
   a. IUP's 17th Annual Cybersecurity Day: October 29, 2024.
      i. Complete details for the event will be available on the Cybersecurity Day website soon.
8. **PC4A Partner Updates**

Minutes of the PC4A Biweekly Meeting
Held Virtually on September 18, 2024 at 3:00 PM

Members Present: Michael Caglia, Kelli Gardner, Les Graves, Melissa Langer, Sherri Mack, Tim McCroskey, Guy Patra, Greg Paonessa, Paul Proces, Donna Reed, Erica Reighard, Christie Sever, Lydia Taylor, Courtney Tilton, Barb Zaborowski

Meeting Information

1. Motion to approve the minutes from the September 4, 2024 meeting was made by Barb Zaborowski and seconded by Erica Reighard. The motion was approved unanimously.
2. The following chart was shared with partners to show spending progress through August 2024:

Partner	Budget Spent Through August
LO	64% (through July)
BC3	72% (through July)
BUCKS	90%
MCCC	55% (through July)
NCC	84%
PHCC	97%
WCCC	62%

    a. Partners were asked to attempt to be more consistent with spending throughout the year, and new invoice templates now include a separate line showing partner spending compared to grant progress as a percentage.
3. Data analysis for Y2 has been completed, and details will be shared with partners soon. New data templates will be sent to partners in early summer 2025 for Y3 data collection. Partners who are considering adding additional targeted programs in Y3 need to submit all project data for new programs as soon as possible.
4. Work on the annual report is currently underway, and partners are asked to keep a close eye on their emails in case additional information is requested.
5. The CTC Lunch and Learn will be held on October 22 and November 5, 2024 from 1:00PM to 2:00PM. Marketing will be shared with partners soon. The events will not be recorded; however CTC is putting together a handout to share with students who are unable to attend.
6. Preliminary transfer equivalencies were shared with partners; however these numbers have not yet been evaluated by IUP's transfer department. Actual totals will be shared with partners soon.
7. Details on a potential CTF event through HackTheBox were shared and partners were asked to provide feedback on hosting an event for all PC4A students sometime in spring 2025:
    a. All partners were interested, and additional details will be shared soon. Partners will be asked to provide feedback on challenges and content.
8. Partners were reminded about IUP Cybersecurity Day on October 29, 2024 and all are encouraged to bring their students. Marketing materials will be sent to all partners as soon as possible. The event will also be livestreamed, and East PA partners are encouraged to attend virtually.
9. Partners provided the following updates:
    a. **PHCC:** Greg will be attended the NCEC in October. Certifications are being incorporated into classes to hopefully get more students certified. Details will be shared at the end of the semester to determine the success of this change.

b. **NCC:** A meet and greet with Tobyhanna Army Depot was held, and four interns have been hired for the Fall with more expected in Spring. The Auditor General recently visited campus and shared information on internship opportunities. Curriculum changes are underway. Collaborators have been contacted to request permission for use of their logo on the PC4A website. An open house will be held of September 26, 2024.
c. **BUCKS:** Events are being planned to include one focused on cyber careers. Bootcamps are being planned for certifications, and planning for faculty python trainings is also underway.
d. **WCCC:** An open house will be held on October 2, 2024. A president and vice president has been chosen for the Cybersecurity Club. Additional students who participated in the cert-prep bootcamps are getting ready to take their exams. Work is ongoing to establish the Pearson Vue Testing Center.
e. **BC3:** TestOut access codes were distributed to students which will be charged to Y2, and scholarships have been distributed which will be charged to the Y3 budget. An open house is coming up, and marketing materials will be distributed. Meetings are also being planned with local vo-techs. A cert-prep bootcamp will be held in winter.
f. **MCCC:** Open houses will be held in October. Merck is coming to campus and will work with MCCC representatives to look at specific programs and how updates may help meet their employee needs. Online proctoring for certification exams is being explored to allow more students to obtain certifications, and more details will be shared at a future meeting. A cert-prep bootcamp is expected to be held in winter. A watch party will be held for virtual attendance at IUP Cybersecurity Day.

10. The next meeting will be held virtually on October 2, 2024 at 3:00PM.
11. With no further business, the meeting concluded at 3:35 pm EST.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag.

PC4A Biweekly Meeting
September 4, 2024 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from August 5, 2024, meeting.

Announcements/Updates

1. **Y3 Subawards Status Update**
   a. All partners were sent their Y3 subawards for signature by August 19, 2024. If any partner does not have a fully executed subaward, please work with your administration to acquire all needed signatures.
2. **Y2 Project Data Update**
   a. All Y2 Project Data is due on August 30, 2024. If any partner has not yet submitted their Y2 data, please do so immediately. An analysis of Y2 data will be included in our Y2 report.
3. **Y2 Annual Report**
   a. Completed reports are due **no later than September 13, 2024**. Partners are asked to begin working on the report as soon as possible as all activities, progress, events, etc. that occurred in Y2 are requested (apart from previously submitted documentation/attachments).
4. **CTC Internship Updates**
   a. The PI and PM met with representatives from CTC to discuss internship logistics.
      i. Marketing materials will be available for distribution as soon as the internship job posting is live.
      ii. Hourly wages will range from $19 to $20.14 depending on the percentage of degree completion.
      iii. All interns must be US citizens and will be required to complete a standard background check. There are no other requirements for eligibility.
5. **PC4A Collaborator Contact Information**
   a. All partners are asked to send contact information for any collaborators they have worked with during the project. The completed excel sheet is due by **September 13, 2024**.
6. **Security Clearance Lunch and Learn**
   a. CTC will be providing a "Lunch and Learn" on a Tuesday in October or November from 1:00pm – 2:00pm.
      i. Partners will be asked to pick the best date so the event can be scheduled.
7. **Transfer Equivalencies**
   a. Targeted programs for all partners have been evaluated to determine total credits that transfer into IUP's Cybersecurity BS degree program. Details will be shared with partners.
8. **Possible PC4A Capture the Flag Event**
   a. The LO is pursuing a Capture the Flag event for PC4A students through HackTheBox. Partners will be asked to provide feedback.
9. **Credits for Non-Academic Activities**
   a. Partners will be asked to provide details for any non-academic activities that their institution accepts for credit.

10. **Upcoming Event Reminders**
    a. 2nd Annual BSides Flood City Event: October 10, 2024.
        i. Potentially cancelled due to lack of interest. More details will be provided as available.
    b. IUP's 17th Annual Cybersecurity Day: October 29, 2024.
        i. Complete details for the event will be available on the Cybersecurity Day website soon.
11. **PC4A Partner Updates**

Minutes of the PC4A Biweekly Meeting
Held Virtually on September 4, 2024 at 3:00 PM

Members Present: Jamie Bretz, Michael Caglia, Waleed Farag, Maureen Farley, Charlie Gambino, Kelli Gardner, Sherri Mack, Tim McCroskey, Guy Patra, Greg Paonessa, Paul Proces, Donna Reed, Erica Reighard, Christie Sever, Lydia Taylor, Courtney Tilton, Beth Wild, Barb Zaborowski

Meeting Information

1. Motion to approve the minutes from the August 5, 2024 meeting was made by Barb Zaborowski and seconded by Erica Reighard. The motion was approved unanimously.
2. All partners have been sent their fully executed Y3 subaward from the RI, and invoice templates were sent in a separate email along with invoice reminders. Partners were asked to carefully check their invoice template for errors and begin using the new template for invoice submission starting in September 2024.
3. Y2 project data was due to the PM by August 30, 2024. Partners who have not yet submitted Y2 data are asked to do so as soon as possible. Data analysis will be included in the Y2 Annual Report.
4. Partners were reminded that their Y2 Annual Report is due to the PM by the end of the day Friday, September 13, 2024.
    a. The first part of the quarterly report template is for activities that occurred during the last quarter (July – August). The remainder of the template asks for reflection on all Y2 activities, progress, goals, etc.
5. The PI and PM recently met with representatives from CTC to discuss the internship program:
    a. Marketing materials will be developed and distributed soon.
    b. Hourly wages will range from $19-%20.14 depending on percentage of degree completion.
    c. All interns must be US citizens and will be required to complete a standard background check. There are no other requirements for eligibility.
    d. Internships are expected to be held in Spring 2025.
6. Partners are asked to submit the Collaborator Contact info sheet along with their annual report to allow expansion of the "Other Collaborators" page of the website.
    a. Partners were emailed an email template along with a link to the online permission form if they would like to contact collaborators on their own.
7. A lunch and learn will be hosted by CTC virtually for partner students. Partners were asked to provide feedback for the best day to host the event:
    a. It was determined that having two scheduled virtual events would attract the greatest number of students. October 22, 2024 and November 5, 2024 were tentatively chosen.
8. Targeted programs have been evaluated at all partner institutions to determine the total credits that transfer into IUP's Cybersecurity BS degree program. Additional details will be shared with partners soon.
9. Meetings have been held with HackTheBox representatives to discuss a possible partner-wide capture the flag event for partner students. Additional details will be shared soon.
10. All partners are asked to share details on their institutions' policies for providing credit for non-academic activities (work experience, certifications, etc.) Partners were asked to send details by the end of the day on Wednesday, September 11, 2024.
11. The 2nd Annual BSides Cybersecurity Event has been postponed. Partners will be notified if/when the event is rescheduled.
12. Partners were encouraged to attend the 17th Annual Cybersecurity Day at IUP on October 29, 2024.

13. Partners provided the following updates:
    a. **BC3**: TestOut vouchers and scholarships will be distributed to students soon.
    b. **PHCC**: Three additional students have been added to the Institute for Cybersecurity program. A new faculty member has been hired who will be acting as the new Co-PI. PHCC's CAE designation renewal was recently approved.
    c. **MCCC**: Multiple TestOut vouchers and an additional 21 scholarships were awarded to students. Work has begun with community partners to support K-12 and senior programs. An A+ review workshop was conducted with 10 students, and the POGIL workshop was held with 16 faculty. PC4A has been represented during beginning of the semester events.
    d. **BUCKS**: TestOut and Cengage vouchers have been purchased. Internal processes are being evaluated to help efficiency with spending. Faculty python training is being developed along with outreach to DoD agencies. PC4A will be represented at upcoming campus events.
    e. **WCCC**: Students will begin scheduling their CompTIA exams soon. Hardware for the Pearson Vue testing center was purchased. Additional Cengage vouchers have been purchased and a new bookstore has been implemented.
    f. **NCC**: The robotics camp was held with 10 participants. Internship applications are open at Tobyhanna Army Depot. Vouchers have been ordered and scholarships have been awarded. Tutoring will be offered on Tuesdays and Friday for computer science and technical topics.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag.