PC4A Biweekly Meeting
August 5, 2024 at 11:45 AM
Agenda

Previous Meeting Actions

1. Approval of minutes from July 15, 2024, meeting.

Announcements/Updates

1. **Y3 Subawards**
   a. The IUP Research Institute is currently working to finalize all Y3 subawards. If IUP is waiting for a partner to submit additional documentation, please do so ASAP. All partners are asked to please alert their administration that approval/signatures will be needed.
2. **Y2 Project Data**
   a. Partners were sent the Y2 Project Data excel spreadsheet in late May 2024 and are asked to please update the spreadsheet with AY 2023-2024 data. Completed spreadsheets are due to the PM by **no later than Friday, August 30, 2024.** An analysis of Y2 data will be included in the annual report.
3. **Y2 Annual Report**
   a. Annual report templates will be provided to partners by August 12, 2024. 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. **Security Clearance Lunch and Learn**
   a. All partners will be asked for feedback regarding the best days/times for a virtual lunch and learn provided by Concurrent Technologies Corporation on the process to obtain security clearances.
5. **Upcoming Events**
   a. 2nd Annual BSides Flood City Event: October 10, 2024.
      i. PHCC will be hosting the 2nd Annual BSides Flood City Cybersecurity Event, sponsored by PC4A. All partners are encouraged to bring students to the event. A discounted registration link will be provided soon (if 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.
      ii. The event will be streamed live for all East PA Partner students, and partners are encouraged to share details with faculty early as no students virtually attended the event in 2023.
6. **Fall 2024 Bi-Weekly Meeting Schedule**
   a. Partners will be asked to determine a schedule for bi-weekly meetings during the Fall 2024 semester.

Minutes of the PC4A Biweekly Meeting
Held at MCCC on August 5, 2024 at 11:45 AM

Members Present: Jamie Bretz, Rory Butler, Michael Caglia, Celisa Counterman, Alex Dively, Waleed Farag, Charlie Gambino, Les Graves, Becky Hays, Sherri Mack, Tim McCroskey, Guy Patra, Greg Paonessa, Paul Proces, Donna Reed, Erica Reighard, Christie Sever, Brian Stokes, Lydia Taylor, Shane Watson, Barb Zaborowski

Meeting Information

*The August 5, 2024 partner meeting was held during the 2nd Annual PC4A Partner Conference, and was condensed due to time constraints and information shared previously during the conference.

1. Motion to approve the minutes from the July 15, 2024 meeting was made by Barb Zaborowski and seconded by Donna Reed. The motion was approved unanimously.
2. The IUP Research Institute is currently working to finalize all Y3 subawards. Partners who have not yet submitted final documents were asked to do so by August 9, 2024.
3. Partners were reminded that all project data for Y2 is due to the PM by no later than August 30, 2024.
4. Annual report templates will be provided to partners soon, and completed reports are due to the PM by no later than September 13, 2024. All partners were asked to review the provided templates as soon as possible as the annual report requires more information and details.
5. The LO is working with CTC to schedule a lunch and learn for early in the fall semester. Feedback about best times will be collected from partners via online form.
6. Partners were given updates on upcoming events:
    a. The 2nd Annual Bsides Cybersecurity Event may be postponed or cancelled due lack of interest. Additional details will be shared with partners as soon as possible.
    b. The 17th Annual Cybersecurity Day at IUP will be held on October 29, 2024. Additional details will be provided to partners as soon as possible. The event will be live streamed for East PA partner students and faculty.
7. Partners will determine the Fall 2024 meeting schedule via an online survey.
8. Partners provided updates on their activities during the annual conference.
9. With no further business, the meeting concluded at 12:05 p.m. EST.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag.

PC4A Biweekly Meeting
July 15, 2024 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from June 17, 2024, meeting.

Announcements/Updates

1. **PC4A and CTC Internship Program**
   a. Representatives from Concurrent Technologies Corporation will join the meeting to discuss the internship program at CTC and answer partner questions.
2. **Invoice Updates**
   a. Thank you to partners who submitted invoices by the July 10, 2024 deadline.

Partner	Budget Spent Through June
LO	**56% (through may)**
BC3	**56% (through may)**
BUCKS	**62% (through may)**
MCCC	**51%**
NCC	**62%**
PHCC	**77%**
WCCC	**40%**

3. **Personnel Changes at IUP Research Institute**
   a. Janis Nichols has resigned and is being replaced by Tim McCroskey. Please contact Tim at tmccrosk@iup.edu moving forward.
4. **Y3 Subawards**
   a. Thank you to all partners for submitting Y3 documents. All documents are currently under review and updates will be shared with partners as soon as possible.
5. **Y3 Quarterly Report**
   a. Q3 reports were due by July 12, 2024. Partners are asked to be on the lookout for requests for additional information and submit any documentation as soon as possible.
6. **Second Annual PC4A Partner Conference**
   a. The conference agenda, PowerPoint presentation template, and all logistical details will be shared with partners soon.
7. **Partner Updates**

Upcoming Deadlines/Important Dates	Due
PC4A Annual Conference	August 5, 2024
Y2 Project Data Due	August 30, 2024
Annual Reports	September 13, 2024
IUP Cybersecurity Day	October 29, 2024

Minutes of the PC4A Biweekly Meeting
Held virtually on July 15, 2024 at 3:00 PM

Members Present: Jamie Bretz, Jacqueline Burger, Rory Butler, Michael Caglia, Sarah Edmiston, Waleed Farag, Maureen Farley, Melissa Langer, Sherri Mack, Tim McCroskey, Guy Patra, Greg Paonessa, Paul Proces, Kevin Pudliner, Donna Reed, Erica Reighard, Christie Sever, Lydia Taylor, Courtney Tilton

Meeting Information

1. Representatives from Concurrent Technologies Corporation joined the meeting and gave an overview of the proposed internship program. The following details were shared:
    a. A wide variety of cybersecurity opportunities are available to students who will be supporting engineers and analysts. Interns will report to a line manager. Senior staff members will act as mentors with daily and weekly check-ins.
    b. Quantity of internship opportunities is based on number of qualified candidates, and positions will be posted online.
    c. Typically interns work 40 hours per week during the summer, with flexibility during semesters.
    d. A lunch and learn will be provided in Fall 2024 for students to learn the clearance process.
2. Motion to approve the minutes from the June 17, 2024 meeting was made by Greg Paonessa and seconded by Guy Patra. The motion was approved unanimously.
3. Partners were thanked for submitting invoices on time, and the chart below showing current expenditures was shared with partners. All partners were asked to spend all Y2 funds to the best of their ability by August 31, 2024.

Partner	Budget Spent Through June
LO	**56% (through may)**
BC3	**56% (through may)**
BUCKS	**62% (through may)**
MCCC	**51%**
NCC	**62%**
PHCC	**77%**
WCCC	**40%**

4. Tim McCroskey has replaced Janis Nichols at the IUP Research Institute and will be handling all invoicing procedures moving forward. Partners can contact Tim at tmccrosk@iup.edu.
5. All partners were thanked for submitting their Y3 documents. The PI and IUP Research Institute are working to finalize subawards for Y3, and updates will be shared soon. Partners are asked to be on the lookout for requests for additional justifications.
6. Partners were thanked for submitting Quarter 3 reports and were asked to please provide any requested information as soon as possible.
7. The 2nd Annual PC4A Conference will be hosted at MCCC on August 5, 2024. All partners will be asked to provide a presentation on their Y2 progress. Additional details will be shared as soon as possible.
8. The following table was shared with partners showing important project deadlines.

Upcoming Deadlines/Important Dates	Due
PC4A Annual Conference	August 5, 2024
Y2 Project Data Due	August 30, 2024
Annual Reports	September 13, 2024
IUP Cybersecurity Day	October 29, 2024

9. Partners provided the following updates:
    a. **WCCC**: The coding camp began on July 15 for 10 to 15-year-olds. Plans are in place to finalize the establishment of the Pearson Vue Testing Center. Materials will be ordered soon for the Security+ bootcamp. One student has passed both cores of CompTIA A+ and another has passed Core 1. Students are expected to begin taking Network+ exams in August or September. WCCC is currently looking for an adjunct professor to teach a course.
    b. **PHCC**: Materials are being developed to include HAK5 in courses and a student intern is interested in providing a demonstration during the annual conference. Preparations are underway for BSides which will be held at PHCC on October 10, 2024. PHCC is working with the Pittsburgh Supercomputing Center and partners were invited to join in on the project. BUCKS and PHCC will collaborate to add data analytics to curriculum. 10 HS students are participating in the Institute for Cybersecurity and will be taking classes in the fall. PHCC is experiencing issues with the CompTIA verification tool, and updates will be provided soon. Staff are working with Pearson Vue to set up a separate lab for certification exams.
    c. **BUCKS**: Two students attempted and passed A+ Core 1, five students attempted A+ Core 2 and four passed, four students attempted Network+ and three passed, and two students attempted Security+ and one passed. More exam attempts are expected through the end of Y2. Curriculum changes are underway for the cybersecurity program. Python will be integrated into the program in Y3. Work continues to establish articulation agreements.
    d. **BC3**: Another faculty is being hired who will take over offering certification workshops in the future. A CompTIA A+ bootcamp will be held during the winter break.
    e. **MCCC**: A marketing campaign for fall enrollment began on July 15. Website updates are underway to add PC4A information to more pages. The CCNA workshop has concluded and 50% passed the certification exam. Another CCNA workshop will conclude in August. MCCC representatives will attend Merck Career Day and will share PC4A details. An Open House will be held in August, and 23 students have registered. The Open House will include a cybersecurity escape room and a programming challenge. A POGIL workshop will also be held in August. The Chamber of Commerce has been contacted to assist with finding internships and the chamber will be sharing information with members.
    f. **NCC**: 387 hours of internships have been completed, and one internship will begin in the fall. 16 students have registered for the upcoming robotics camp.
10. The next meeting will be held on August 5, 2024, during the PC4A Annual Conference.
11. With no further business, the meeting concluded at 3:50 p.m. EST.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag.

PC4A Biweekly Meeting
June 17, 2024 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from May 15, 2024, meeting.

Announcements/Updates

1. **Invoice Updates**
   a. Thank you to all partners who submitted invoices by the June 10, 2024 deadline.

Partner	Budget Spent Through May
LO	**49% (through April)**
BC3	**56%**
BUCKS	**62%**
MCCC	**42%**
NCC	**54%**
PHCC	**74%**
WCCC	**50%**

2. **Preparations for Y3**
   a. All partners who have not submitted their Y3 documents are asked to do so as soon as possible.
3. **Additional Voucher Availability**
   a. Partners are reminded to please submit requests for additional Cengage/TestOut/Other vouchers by **no later than June 30, 2024.**
4. **Internship Opportunities at Concurrent Technologies Corporation (CTC)**
   a. PC4A and CTC are working together to establish an internship program for partner students, with remote internships available for East PA partners. Partners will be asked to provide feedback on the number of students they might have interested.
5. **Student Survey Results**
   a. The results of the student survey will be shared with partners.
6. **Annual Conference Registration Reminder**
   a. The Annual PC4A Conference will be held at MCCC on August 5, 2024. Attendance is mandatory for all Co-PIs. Partners are encouraged to invite students, faculty, staff, and administrators who may benefit from attending. All participants must register online **by July 12, 2024.**
7. **Partner updates**

Upcoming Deadlines/Important Dates	Due
Additional Voucher Requests	June 30, 2024
3rd Quarterly Report	July 12, 2024
Annual Conference Registration	July 12, 2024
PC4A Annual Conference	August 5, 2024
Y2 Project Data Due	August 30, 2024
Annual Reports	September 13, 2024

IUP Cybersecurity Day	October 29, 2024

Minutes of the PC4A Biweekly Meeting
Held virtually on June 17, 2024 at 3:30 PM

Members Present: Rory Butler, Michael Caglia, Celisa Counterman, Waleed Farag, Maureen Farley, Charlie Gambino, Melissa Langer, Sherri Mack, Guy Patra, Greg Paonessa, Paul Proces, Donna Reed, Christie Sever, Lydia Taylor, Shane Watson

Meeting Information

1. Motion to approve the minutes from the May 15, 2024 meeting was made by Sherri Mack and seconded by Celisa Counterman. The motion was approved unanimously.
2. Partners were thanked for submitting invoices on time, and the chart below showing current expenditures was shared with partners. All partners were asked to spend all Y2 funds to the best of their ability by August 31, 2024.

Partner	Budget Spent Through May
LO	**49% (through April)**
BC3	**56%**
BUCKS	**62%**
MCCC	**42%**
NCC	**54%**
PHCC	**74%**
WCCC	**50%**

3. The PI shared with partners information that was provided during the Mid-Year review meeting with the funding agency:
    a. It has not yet been determined if funding will be available for additional years of the project.
    b. It is important that all partners achieve their goals for the remainder of Y2 and Y3 in case funding is limited and only a few awardees are awarded an extension.
4. Partners were asked to please submit all Y3 documents if they have not already done so. The PI and IUP RI are working together to issue Y3 subawards by the end of Y2.
5. The PM and PHCC Co-PI Greg Paonessa met with representatives from Concurrent Technologies Corporation (CTC) to discuss security clearances and possible internships:
    a. CTC is willing to offer remote internships, however on-site internships are preferable.
    b. The IUP RI has approved using grant funds to support intern travel to on-site internship sites.
    c. CTC is willing to cover the cost of all intern wages/benefits and submit invoices to each partner as needed.
    d. A Lunch and Learn is being planned for students to learn the security clearance process.
    e. Partners were asked to provide feedback on internship interest:
        i. Partners agreed that more information is needed in terms of logistics, hours, internship management, etc. These questions will be shared with CTC soon.
6. Partners were reminded that the 2nd Annual PC4A Conference will be held on August 5, 2024 at Montgomery County Community College. Conference registration is due by July 12, 2024.

7. The following important deadlines/dates were shared with partners:

Upcoming Deadlines/Important Dates	Due
Additional Voucher Requests	June 30, 2024
3rd Quarterly Report	July 12, 2024
Annual Conference Registration	July 12, 2024
PC4A Annual Conference	August 5, 2024
Y2 Project Data Due	August 30, 2024
Annual Reports	September 13, 2024
IUP Cybersecurity Day	October 29, 2024

8. Results of the PC4A Student Survey were shared with partners and all were asked to carefully review the presentation to determine how to better support students in the next year of the project. Key takeaways from the survey include:
    a. Most students are planning to or are interested in transferring to a 4Y institution.
    b. Most students are interested in the DoD employment.
9. Partners provided the following updates:
    a. **NCC**: Dean Francois is no longer at the college. The robot camp will be held in August and students will be able to sign up soon. A large pharmaceutical company in the area has allowed everyone to work remotely, which has changed how students attend college. Plans are in place for the Fall to meet with Tobyhanna and details will be shared soon. One student is currently interning with Netizen.
    b. **PHCC**: A cybersecurity event was held for K-6 students which was well received. The Co-PI attended The Showcase for Commerce event which was not as well attended as in previous years, which may be attributed to the cost of food/tickets, but many contacts were made for student presentations, internships and other events. The 2nd BSides Cybersecurity conference will be held in October and may include a capture the flag event. An intern will be meeting with local schools to share PC4A information.
    c. **BC3**: Two students were invited to the Security+ bootcamp, and both earned their certification. Two students will be interning with the BC3 IT department this summer and will be updating the computers. Another student may be interning with the department as well. BC3 is currently hiring for a CIS faculty member, and the interview process will begin in mid-July. Sherri Mack attended a conference on AI in May and will work with faculty to ensure AI is a focus in courses.
    d. **WCCC**: An intern has been hired with the Computer Science department and will work during the summer. The Cybersecurity Summer Camp began with 8 campers. The Pearson Vue testing center has been approved by the WCCC president, which will include two seats. Additional seats may be added in the future, depending on need. The Network+ bootcamp began and one student has already taken the A+ exam.
    e. **MCCC**: The CCNA bootcamp finished over the weekend with approximately 12 participants. The Cisco 3 workshop will begin soon, and another CCNA workshop will be held at the end of the summer. A POGIL workshop is being planned for MCCC faculty to be held in August. An Open House will be held at the end of July which will include a cybersecurity escape room and the Codebreakers club will host another activity. The Open House will also host all the HS computer clubs in the area. A marketing campaign will begin in July. MCCC is interested in purchasing a list of local businesses to assist with beginning an internship/apprenticeship program. Partners provided feedback including contacting the Workforce Development department and contacting their local chamber of commerce.

f. **BUCKS**: Marketing initiatives will be launched soon. The tutoring provided by the program was well utilized by partner students. Workshops were held for A+ and Security+ with 12 and 15 vouchers awarded respectively. Participants are required to take the exam by August 31, 2024. Paul Proces will be stepping in at the Co-PI for Y3 of the project. The Computer Science program will be added to the list of targeted programs in Y3.

10. The next meeting will be held on July 15, 2024, at 3:00 p.m. EST.
11. With no further business, the meeting concluded at 3:50 p.m. EST.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting
May 15, 2024 at 3:30 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from May 1, 2024, meeting.

Announcements/Updates

1. **Invoice Updates**
   a. Thank you to all partners who submitted invoices by the May 10, 2024 deadline

Partner	Budget Spent Through April
LO	**42%**
BC3	**51%**
BUCKS	**31% (estimated)**
MCCC	**36%**
NCC	**51% (estimated)**
PHCC	**67%**
WCCC	**51% (estimated)**

2. **Information needed for DoD STEM Data Call**
   a. All partners have been sent the requested information for the DoD Data Call. Please email all requested data by no later than **May 31, 2024**.
3. **Preparations for Y3**
   a. All partners are asked to submit an updated Y3 budget/scope of work (if needed) by no later than **June 7, 2024**. Budget amounts must match previously approved totals.
4. **Y2 Project Data and Adding Additional Programs**
   a. Partners who would like to add additional programs to their list of targeted programs must submit the request with all required project data to the PM by no later than **June 10, 2024**.
   b. Y2 Project Data (AY 2023-2024) is due to the PM by no later **than August 30, 2024**. Templates will be re-sent to all partners soon.
5. **Additional Voucher Availability**
   a. The LO is offering Cengage/TestOut vouchers to partners who are interested in supporting additional students in summer/fall. Please send the number/type of vouchers requested as soon as possible but **no later than June 30, 2024.**
6. **Summer Bi-weekly Meetings**
   a. Partners will be asked to confirm dates/times for summer monthly partner meetings.
7. **Student Survey/Video Link**
   a. Partners are reminded to please distribute the student survey and PC4A Overview video to all students in their targeted programs as soon as possible. Survey deadline is May 31, 2024.
8. **Annual Conference Registration**
   a. The Annual Conference will be held at MCCC on August 5, 2024 (with potential evening activities on Sunday, August 4, 2024, TBD). Attendance is mandatory for all Co-PIs and Key Personnel.

b. Partners are encouraged to invite students, faculty, staff, and administrators who may benefit from attending.
c. All participants must complete the registration form **by July 12, 2024.**

9. **Partner updates**

Upcoming Deadlines/Important Dates	**Due**
DoD Data Call Information	May 31, 2024
Y3 Budget/Justification/SoW	June 7, 2024
Additional Program Request/Data	June 10, 2024
Additional Voucher Requests	June 30, 2024
3rd Quarterly Report	July 12, 2024
Annual Conference Registration	July 12, 2024
PC4A Annual Conference	August 5, 2024
Y2 Project Data Due	August 30, 2024
Annual Reports	September 13, 2024
IUP Cybersecurity Day	October 29, 2024

Minutes of the PC4A Biweekly Meeting
Held virtually on May 15, 2024 at 3:30 PM

Members Present: Rory Butler, Celisa Counterman, Leisa Custer, Maureen Farley, Sherri Mack, Guy Patra, Paul Proces, Donna Reed, Christie Sever, Lydia Taylor, Courtney Tilton.

Meeting Information

1. Motion to approve the minutes from the May 1, 2024 meeting was made by Christie Sever and seconded by Guy Patra. The motion was approved unanimously.
2. Partners were thanked for submitting invoices on time, and the chart below showing current expenditures was shared with partners:

Partner	Budget Spent Through April
LO	**42%**
BC3	**51%**
BUCKS	**31% (estimated)**
MCCC	**36%**
NCC	**51% (estimated)**
PHCC	**67%**
WCCC	**51% (estimated)**

3. Partners were reminded to please complete the DoD STEM Data Call template and return it to the PM by May 31, 2024.
    a. The template requests data on participants of any PC4A related activity/event not to include current partner students.
    b. Data requested is for Year 1 of the project.
    c. Partners are asked to provide as much info as possible.
4. Partners were asked to submit Y3 budgets, budget justifications, and new scopes of work to the PM by June 7, 2024.
    a. The PM will send previously submitted documents to all partners soon.
5. Partners were reminded that the PI is encouraging all partners to add the Computer Science AS degree to their list of targeted programs as this program usually transfers to 4YI easier than other programs. Partners were asked to report if they were considering adding the program:
    a. BUCKS is considering adding the Computer Science program but will probably wait until Y3 to do so.
6. Y2 project data is due to the PM by no later than August 30, 2024. Templates will be provided to partners soon.
7. The PI is offering additional textbook/lab vouchers to partners who are interested in supporting more students in Y2. Any partner who would like additional vouchers should email the type and quantity of vouchers requested to the PM as soon as possible but no later than June 30, 2024.
8. Over the summer, PC4A Partner Meetings will occur once per month. Partners were asked to vote on when the next meeting should be held.
    a. The next meeting will be held on Monday, June 17, 2024 at 3:00 pm.
9. The 2nd Annual Conference will be held at MCCC on August 5, 2024. Partners were asked to please complete the registration survey, and were asked to comment on possible options for guest speakers.
    a. All partners agreed that a representative from CompTIA would be a good option.

10. Partners provided the following updates:
    a. **BUCKS**: Paul Process is joining the project as Key Personnel. All diversity workshops have been concluded, and work is continuing to reach project objectives.
    b. **MCCC**: The CCNA bootcamp workshop began on May 11, 2024 and will last five weeks. A hackathon was held with area high schools with about 40 participants. An open house is being planned in July specifically for computer science programs, which may include a programming competition.
    c. **NCC**: Students qualified for SkillsUSA and 3CS competitions which will be held over the summer. Two students have requested vouchers for the CCNA exam, and additional students have requested CompTIA vouchers. One potential internship will be held over the summer however internships are becoming increasingly difficult to facilitate (obstacles are evenly split between employer reluctancy to host interns and students lack of interest). Co-PIs are working on the DoD Data Call template, and preparations continue for the upcoming robotics summer camp.
    d. **WCCC**: Preparations continue for the upcoming programming and cybersecurity summer camps which will be held in June and July. The CompTIA Network+ bootcamp began last week and sessions will be held virtually, and all participants will take the exam together in person. The Pearson Vue testing center proposal has been sent to the college president, and a budget modification will be submitted soon. Co-PI Caglia will be attending a summer camp at Pitt.
    e. **BC3**: Two students have been invited to attend the Security+ bootcamp which will be held over the next five weeks. Three internships will be held over the summer with the BC3 IT Department.
11. With no further business, the meeting concluded at 4:15 p.m. EST.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting
May 1, 2024 at 3:30 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from April 17, 2024, meeting.

Announcements/Updates

1. **Quarterly Report**
   a. The quarterly report and accompanying presentation have been submitted, thank you to everyone for all your hard work this quarter!
2. **New PC4A Website**
   a. The new website has been launched, and we are in the process of redirecting old links.
   b. Partners are asked to review the website and please provide any suggestions for improvement, corrections, etc.
3. **Budget Modifications**
   a. The PI is currently reviewing submitted Budget Modification requests, and partners will be contacted soon regarding status.
4. **DoD STEM Data Call**
   a. PC4A is required to provide data on PC4A programming during fiscal year 2023. Partners may be asked to provide data/complete a survey, and more details will be shared soon.
5. **PC4A Marketing**
   a. Little Moon Marketing has been hired to take over management of PC4A Social Media, which includes three posts per week, and audience engagement.
      i. Partners are asked to please send photos/videos, etc. of events as soon as they occur to be used on social media accounts.
   b. PC4A purchased an ad on the National Cyberwatch Center Website which will be live on 5/1/24.
6. **Activities toward Increasing Transfers to 4YI (Objective 2)**
   a. Meetings have been held with all West PA partner transfer departments along with IUP's transfer department. The LO is currently working on evaluating courses and determining transfer pathways for current students. More details will be shared soon.
7. **PC4A Flyers and Presentation Recording**
   a. The PM will be distributing campus specific flyers detailing benefits available through PC4A and will also be sending a recording of the PC4A presentation by the end of next week. Partners will be asked to distribute the student survey to all students in targeted programs.
8. **Partner updates.**

Minutes of the PC4A Biweekly Meeting
Held virtually on May 1, 2024 at 3:30 PM

Members Present: Jamie Bretz, Rory Butler, Michael Caglia, Waleed Farag, Maureen Farley, Sherri Mack, Donna Reed, Erica Reighard, Christie Sever, Lydia Taylor, Courtney Tilton.

Meeting Information

1. Motion to approve the minutes from the April 17, 2024 meeting was made by Erica Reighard and seconded by Barb Zaborowski. The motion was approved unanimously.
2. Partners were thanked for submitting quarterly reports on time.
3. The new PC4A website has launched, and all partners were asked to thoroughly review the site for errors or missing information, particularly the pages that pertain to their institutions and activities.
4. The PI is currently reviewing submitted budget modifications and will provide feedback/approval soon. Partners who have not yet submitted budget modifications are asked to do so as soon as possible.
5. The funding agency has requested that PC4A submit data on activities. The PI and PM are currently working on completing the online survey but may need additional information from partners. More details will be shared soon.
6. Little Moon Marketing has been hired to assist with PC4A social media efforts, which include three posts per week. The new campaign is expected to launch in the middle of May.
    a. Partners are asked to regularly share photos, flyers, marketing materials, or accomplishments with the PM to be posted on project social media accounts.
7. The PC4A project is also being advertised on the National Cyberwatch Center website. The link to the ad directs visitors to the "Get Involved" page on the PC4A website.
8. The PI and PM are working with partner transfer departments and the transfer department at IUP to establish transfer pathways for students. This is a long-term project and additional details will be shared with partners as soon as possible.
9. The PM is currently working on a video recording of the campus presentation that was given at WCCC, PHCC, and BC3. A link to the recording, along with a link to the student survey will be shared with all partners soon.
    a. Partners are asked to distribute the video and survey link to all students in the targeted programs.
10. As requested at the last bi-weekly meeting, the PM is designing flyers to advertise benefits available to partner students. Flyers will be shared a soon as possible
11. Partners provided updates on their activities since the last meeting, which included issuance of scholarships, community events, planning/designing of certification prep workshops, submission of budget modifications, among others.
12. Partners were asked to provide feedback on dates/times of summer bi-weekly meetings. All partners agreed that monthly meetings would be best, and the meeting schedule will be finalized at the next meeting, to be held on May 15, 2024 at 3:30 p.m. EST.
13. With no further business, the meeting concluded at 4:15 p.m. EST.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting
April 17, 2024 at 3:30 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from April 3, 2024, meeting.

Announcements/Updates

1. **Quarterly Reports**
   a. Thank you to all partners who submitted their quarterly reports on time. Quarterly reports are under review and partners may be asked to provide additional information.
2. **Invoices**
   a. Thank you to all partners for submitting invoices on time!

Partner	Budget Spent Through March
LO	32% (through Feb)
BC3	47%
BUCKS	25%
MCCC	14%
NCC	25%
PHCC	50%
WCCC	27%

3. **POGIL Faculty Development Workshops**
   a. Thank you to all partners for advertising/attending the POGIL workshops! Satisfaction survey results are included as an attachment to this agenda.
   b. All partners have been provided with a list of their faculty who participated. Participation Certificates will be provided to all attendees soon.
4. **Year 2 Budget Modifications**
   a. Partners are reminded that if they expect to spend less than 90% of their Y2 budget, a budget modification must be submitted by **April 26, 2024**.
   b. Funds must be spent according to approved budgets until a budget modification is approved.
5. **Additional Targeted Programs to Support Objective #2**
   a. Partners are asked to report if they will be requesting additional programs to be added to their targeted programs list.
      i. If additional programs are added, program related data is due by **June 1, 2024**.
6. **Campus Visits**
   a. The PM is scheduling campus visits for all partners to be completed by the end of the semester (if possible). PHCC and WCCC visits have already occurred, and BC3 is scheduled. East PA Partners will be contacted by the end of the week to schedule a virtual visit.
7. **PC4A Student Survey**
   a. A survey has been designed to collect data from current students to determine project impact and identify ways to improve project offerings. The deadline to complete the survey is **May 15, 2024**. Five randomly selected respondents will be awarded a $100 gift card. Survey link and a sample message for survey distribution will be sent by email to all partners.
8. **Partner updates.**

Minutes of the PC4A Biweekly Meeting
Held virtually on April 17, 2024 at 3:30 PM

Members Present: Jamie Bretz, Rory Butler, Michael Caglia, Leisa Custer, Celisa Counterman, Sherri Mack, Donna Reed, Erica Reighard, Christie Sever, Lydia Taylor, Courtney Tilton, Barb Zaborowski,.

Meeting Information

1. Motion to approve the minutes from the April 17, 2024 meeting was made by Erica Reighard and seconded by Barb Zaborowski. The motion was approved unanimously.
2. Partners were thanked for submitting quarterly reports on time, and were asked to pay special attention to their emails over the next few days in case additional information is needed for reporting purposes.
3. All partners submitted invoices on time and were encouraged to continue spending in accordance with the project objectives and timelines. Spent funds should now be close to 50%.
4. Partners were asked to provide feedback on the POGIL Faculty Development Workshops
    a. **PHCC**: A math faculty member was very impressed with the workshop and will be working the Co-PI to implement learned strategies in the classroom.
    b. **BUCKS**: Faculty thought it was very well done, and NCC did an excellent job hosting.
    c. **NCC**: Many people agreed that the workshop was beneficial. Faculty requested additional support or follow-up activities for implementing the strategies they learned.
    d. Partners agreed that timing for workshops would be better between the end of the spring semester and prior to graduation.
5. Partners were reminded to submit detailed budget modification requests by April 26, 2024 if more than 10% of their Y2 budget is expected to go unspent, or by June 15, 2024 if less than 10% of their Y2 budget is expected to go unspent. Partners were also reminded that spending must align with their currently approved budget until the budget modification has been approved.
6. All partners are encouraged to consider adding Computer Science AS degrees to their targeted programs, as these degrees typically transfer best to IUP and other PASSHE schools.
    a. If adding a program, partners must submit all project related data by June 1, 2024.
7. The PM has been visiting West PA partners to meet with students, share information about the project, and distribute a survey. East PA partners have been contacted to schedule virtual visits if possible.
8. Partners asked to be provided with a flyer to help market benefits available to students. The PM will provide one to each partner soon.
9. **Partner Updates:**
    a. **PHCC:** One student from the latest cert-prep workshop earned their certification. A meeting with high school partners was held and so far 10 students are expected in the new certificate program. Feedback from students involved in the pre-course has been excellent and students are actively engaged. A new faculty member is being hired and will be involved with the project.
    b. **WCCC**: The POGIL workshop went very well and Co-PIs heard good feedback from participants. Up to 10 students are expected to attend the NREC visit scheduled for Friday. Students who participated in certification prep workshops have been asked to schedule their exams by the end of May. Work to establish the Pearson Vue Testing Center on campus is ongoing. Co-PIs are continuing to work with administration to hire an intern.
    c. **NCC**: The POGIL workshop went well and feedback was good. 100 students attended the Cybersecurity event on April 11, 2024 and explored cybersecurity careers and participated in hands-on activities. The 3CS Regional Conference had fewer people than anticipated, which may

have been due to the timing of the event. Over 250 high school students participated in the outreach event at the Pocono campus.

d. **MCCC**: Donna Reed was introduced as the new grant manager. Feedback from the POGIL workshop was good, and faculty were interested in another workshop which will be explored and hosted if possible. Open houses were held at multiple campuses and information on the project was shared. The Co-PI spoke at the Senate Majority Policy meeting on innovation and the PC4A project.
e. **BUCKS**: The marketing campaign with Facebook has been running since March 8, and has roughly 13,000 hits and a click-through rate of 12.6%. CompTIA bootcamps were held and all students have scheduled their exams. The Diversity and Inclusion workshop went well but had fewer participants than expected. New project personnel is being added to the team who will be helping with curriculum development, and an MOU agreement has almost been finalized with Thomas Edison State University.
f. **BC3**: The Cybersecurity Conference was held today with 45 attendees, and was very successful, more details will be shared soon. The PA Attorney General visited campus to discuss hiring students with associate degrees.

10. The next meeting will be held on May 1, 2024 at 3:30 p.m. EST.
11. With no further business, the meeting concluded at 4:05 p.m. EST.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting
April 3, 2024 at 3:30 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from March 6, 2024, meeting.

Announcements/Updates

1. **Invoice Reminders**
   a. All partners are reminded that March 2024 invoices are **due by April 10, 2024**. It is vital that invoices are submitted on time as these are the final invoices of the quarter.
2. **Quarterly Reports**
   a. Quarterly reports are due **no later than April 12, 2024 by 5:00 PM**. Please include any attachments that help to show your activities and progress this quarter.
3. **One-On-One Partner Meetings**
   a. Thank you to all partners for attending the mid-year review meetings held last week. Minutes from these meetings will be provided to partners as soon as possible.
4. **Year 2 Budget Modifications**
   a. Budget modification forms were sent to all partners on March 25, 2024.
   b. Partners who expect that more than 10% of their budget will be unspent by the end of Y2 must submit a budget modification by no later than **April 26, 2024**.
   c. All other partners must submit a budget modification (if requested) by **June 15, 2024**.
   d. Partners are reminded that they must spend funds according to their approved budget until a budget modification is approved by the PI and RI.
5. **Additional Targeted Programs to Support Objective #2**
   a. The PI is strongly encouraging all partners to add their Computer Science A.S. degrees to their targeted list of programs (if not already included). Partners who wish to add programs must submit updated project data to the PM by no later than **June 1, 2024**.
6. **PC4A 2nd Annual Partner Conference**
   a. The conference is tentatively scheduled for **August 5, 2024**, to be held at MCCC.
   b. Attendance is mandatory for all Co-Pis and Key Personnel. College administration, faculty, interns, and students are welcome to attend. Additional details will be provided soon.
7. **Partner updates.**

Important Date Reminders

Item	Due Date
March Invoices	April 10, 2024
2nd Quarterly Reports	April 12, 2024
Budget Modifications (more than 10% remaining)	April 26, 2024
Additional Targeted Programs Data	June 1, 2024
Budget Modifications (less than 10% remaining)	June 15, 2024

Minutes of the PC4A Biweekly Meeting
Held virtually on April 3, 2024 at 3:30 PM

Members Present: Jamie Bretz, Michael Caglia, Celisa Counterman, Waleed Farag, Maureen Farley, Sherri Mack, Christie Sever, Lydia Taylor, Courtney Tilton, Barb Zaborowski, Leisa Custer.

Meeting Information

1. Motion to approve the minutes from the March 6, 2024 meeting was made by Erica Reighard and seconded by Barb Zaborowski. The motion was approved unanimously.
2. Partners were reminded to submit invoices by the April 10 deadline to be included in the upcoming quarterly report.
3. Quarterly reports are due by April 12, 2024, and partners were asked to please include all supporting documentation with their report.
4. Partners were reminded to submit budget modifications for Y2 by April 26, 2024 if they expect to have more than 10% of their budget remaining at the end of Y2. If 90% or more of the Y2 budget is expected to be spent, budget modifications are not due until June 15, 2024. Partners must spend funds according to their current Y2 budget until the modification is approved.
5. The new PC4A website will be launching soon, and all partners will be notified once it is live.
6. After discussion with IUP's transfer department and transfer departments at partner institutions, the PI is strongly encouraging all partners to include Computer Science A.S. degrees in their list of targeted programs if not already included. If partners would like to request additional programs, all project data must be submitted to the PM by no later than June 1, 2024.
    a. Students from any program are eligible for the PC4A transfer scholarship, however Computer Science A.S. degrees more easily transfer (typically) to IUP and other PASSHE school's computer Science B.S. degrees.
7. The 2nd Annual PC4A partner conference will be held on August 5, 2024 at MCCC. All Co-PIs and Key Personnel are required to attend. Partners may also invite any faculty, student, or administrators they feel would benefit from participating.
8. Partners were asked to please continue publicizing the PC4A Transfer Scholarship to their students. The deadline to apply is now April 30, 2024.
9. Partners provided the following updates:
    a. **PHCC**: The PM will be visiting with members of the PHCC Computer Club to share information about the project and scholarships. An additional faculty member will be hired, and interviews are currently underway. Upcoming events include the CAE Symposium and the Showcase for Commerce. Many senior participants of the Cybersecurity Community Event expressed interest in training on how to avoid scams and cybersecurity best practices. A Network+ certification prep workshop will be held soon, and students have already scheduled their exams with the additional hours now available at the testing center.
    b. **BUCKS**: The scholarship flyer has been posted on the website and the link will be directed to the PC4A transfer page. The first Diversity and Inclusion Workship was held with four attendees, and upcoming workshops will be open to all partner faculty. A+ and Network+ bootcamps were held at the end of March. 23 students have scheduled their A+ exam, and 11 students have scheduled their Network+ exam. The marketing campaign has launched, and details will be shared soon.
    c. **WCCC**: Students will be visiting the CMU NREC on April 19, 2024. Two MS/HS summer camps are being planned for summer and more details will be shared soon. Two additional

certification prep workshops may be held over the summer as well. Co-PIs are still working with administration to hire an intern for summer. Events with CTC's are also being planned.

d. **MCCC**: A new intern position will post soon, and interns will be working on a wireless mapping project with the IT team. Cisco equipment has arrived and will be included on the April invoice. The Co-PI will be presenting at the Cisco Instructional day and the PA Senate Majority Policy Committee, and PC4A information will be shared at both events. Open houses will be held in the coming weeks and a hackathon will be held in May.
e. **BC3**: Les Graves has been featured in the "Business Matters" insert and will be working with a local township to help improve cybersecurity measures. One faculty has earned a Network+ certification. A community event/conference will be held soon with three local cybersecurity services, and all partners are invited to attend. The Co-PI will be visiting two local vo-techs to discuss the cybersecurity program, the PC4A project, and scholarships available. A new programming instructor will be hired who will hopefully be able to improve cybersecurity courses. The transfer scholarship has been shared will all students and the Co-PI will work with the transfer department to publicize it further.
f. **NCC**: The student support specialist and outreach coordinator are no longer working on the project. Six students are currently completing internships, and a meet and greet was held with former and potential interns through the internship coordinator. Materials have been ordered for the upcoming summer program. Two open houses will be held soon, and advanced tutoring sessions have been offered. Scholarships have been distributed, targeting students with outstanding debt to ensure students can complete their degrees. NCC students won first place in the MAC3S competition held recently, and NCC will be hosting the next event. Over 100 students from local high schools and vo-techs are expected to attend the upcoming career fair.

10. The next meeting will be held on April 17, 2024 at 3:30 p.m. EST.
11. With no further business, the meeting concluded at 4:15 p.m. EST.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting
March 6, 2024 at 3:30 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from February 21, 2024, meeting.

Announcements/Updates

1. **Invoice Reminders**
   a. All partners are reminded that February 2024 invoices are due by March 10, 2024.
2. **One-On-One Partner Meetings**
   a. Thank you to all partners who submitted their availability for one-on-one meetings.
   b. Meeting invitations will be sent to all partners by Friday, March 8, 2024.
   c. Meeting agendas will be sent to all partners by Friday, March 15, 2024 (barring invoice delays).
3. **POGIL Workshop Registration/Incentives**
   a. Final deadline to register for the POGIL workshop is **Friday, March 22, 2024**.
   b. All partners are expected to have 4-6 faculty present at the workshop. $150 -$200 incentives have been approved by the PI, including travel reimbursement.
   c. ***Please Note: This development workshop was recommended by the funding agency, and it is vital that each partner has adequate faculty representation.***

WEST PA (April 12, 2024) Total: 8		**EAST PA (April 5, 2024) Total: 21**	
BC3	1	BUCKS	1
PHCC	2	MCCC	11
WCCC	5	NCC	9

4. **Updated PC4A Project Data**
   a. Due to program changes from partners, project data has been updated and a new data analysis presentation has been created (provided via email with this agenda).
   b. Partners are asked to thoroughly review the presentation and prepare to discuss decreases/increases in targeted categories for their institutions.
5. **Updated PC4A Quarterly Report Templates**
   a. All partners were sent their new quarterly report template on Thursday, February 22, 2024.
   b. Quarterly Reports are **due no later than 5:00PM on Friday, April 12, 2024**. Partners are asked to review the new report template and contact the PM with any questions.
6. **New PC4A Event Calendar**
   a. A new event calendar was shared with partners on Friday, February 23, 2024. The calendar will be updated with current information and will be used for tracking partner activities and marketing on social media. Partners are asked to review the calendar for missing/incorrect information. This calendar is for internal use only, and the link should not be shared publicly.

7. **NAVSEA Internship Program**
    a. On Wednesday, Dr. Farag has a meeting with representatives from NSWCDD. One of the outcomes of this meeting is a great internship opportunity for PC4A partners' students, see details below.
    b. The STEM Student Employment Program (SSEP) provides a job opportunity with NAVSEA for students enrolled in STEM Programs.
    c. Benefits include $17.66 hourly wage, possible tuition assistance, standard employment benefits (paid leave, 401K, life and health insurance), and eligibility to convert internship into permanent civil service position.
    d. Eligibility requirements:
        i. US Citizen
        ii. 18 years old
        iii. Currently enrolled at least part-time in STEM field of study at a college or university.
        iv. Cumulative GPA of 3.0 or higher
        v. Community college students must intend to transfer to a 4YI.
    e. Students interested in a Virginia Beach, VA assignment should contact the PM so we can personally recommend them to Mr. Steven Tegtmeyer at NSWCDD. Applicants desiring a different location should visit the SSEP website for more details.
8. **Partner updates.**

Minutes of the PC4A Biweekly Meeting
Held virtually on March 6, 2024 at 3:30 PM

Members Present: Rory Butler, Waleed Farag, Sherri Mack, Charles Marchione, Guy Patra, Christie Sever, Lydia Taylor, Courtney Tilton, Jake Williams, Barb Zaborowski, Leisa Custer.

Meeting Information

1. Motion to approve the minutes from the February 21, 2024 meeting was made by Leisa Custer and seconded by Barb Zaborowski. The motion was approved unanimously.
2. Partners were reminded to please submit invoices by March 11, 2024 (Monday) to avoid any delays in reimbursement.
3. Invites for mid-year meetings with partners have been sent, which will occur on March 20 and 21, 2024. Agendas for the meeting will be sent as soon as possible. The focus of the meeting will be on progress, expenses, objectives, and upcoming events.
    a. Because of the mid-year meetings with all partners, the next bi-weekly meeting (March 20, 2024) will be cancelled.
4. Partners were reminded of the new deadline to register for the POGIL Faculty Development Workshops (March 22, 2024), and all were asked to strongly encourage their faculty to attend the events. 4-6 faculty representatives are expected from each partner institution. Incentives have been approved, and faculty teaching STEM-related subjects are welcome to attend. Partners reported on their offered incentives:
    a. MCCC: $200 stipend which includes travel, and only available to the first five participants who registered.
    b. PHCC: $100 stipend, mileage paid separately.
    c. BUCKS: $250 stipend
5. The PM provided a brief overview of the updates to the PC4A Data analysis report which has been updated to reflect program changes for NCC and WCCC.
    a. Partners were asked to thoroughly review the data for their institutions and to conduct research in areas where significant decreases/increases are shown between AY 2021-22 and AY 2022-23.
6. Partners have all been sent their new quarterly report template, which are due on April 12, 2024. Partners are asked to please review the template for newly requested information as it may take more time to compile than previous reports.
7. A new event calendar has been created and the link was shared with all partners. Partners are asked to please review the calendar for missing/incorrect information and contact the PM with any changes.
8. The PI met with representatives from NAVSEA to discuss internship opportunities. The PI has shared information about the NAVSEA internship program which provides paid internships for students in STEM. All details about the program can be found on the program website. If any student is interested in a Virginia Beach, VA assignment, they should contact the PI for a recommendation.
9. Partners provided the following updates:
    a. **WCCC:** The BotsIQ competition will be held on March 13-14, 2024. They are still looking for volunteers, anyone interested should apply on the BotsIQ website. The Cybersecurity Club is working to get more students involved with the event, and students will be attending the NREC tour at CMU on April 19, 2024. CompTIA exam vouchers have been purchased but have not yet been received.
    b. **BC3**: Scholarships have been awarded to students and will appear on the February invoice. Work has begun to plan a cybersecurity awareness conference for the local community which

will be held sometime in April, with 75-100 people expected. The CompTIA Security+ bootcamp will be held in May.

c. **PHCC**: Students have enrolled in pre-semester activities for the new Institute for Cybersecurity, and these students will begin the new certificate program in the fall congruent with their high school courses. Additional interns have been hired and are working with the IT Department, the Pearson Vue Testing Center, and the PHCC Co-PIs. The CompTIA Network+ workshop will be held on April 4-6, 2024. Students who attend the workshop will have the opportunity to take their certification exam on April 9, 2024. Cisco Academy students may also test on April 9, 2024, with additional test dates available if needed. The Cybersecurity Community Event will be held on March 22, 2024 for HS students and senior citizens.

d. **BUCKS**: Faculty presented several sessions at recent Future Ready conferences on Friday, March 1, 2024 focused on cybersecurity topics and careers. Faculty development workshops are currently being planned, and a draft of the marketing flyer will be shared soon. Cert-prep boot camps for CompTIA A+ and Network+ will be held March 18-20, 2024, with a second session in May. A strategy has been developed to ensure the vouchers are used, including hard deadlines. Meetings with the Marketing department have been held to set up Search Engine Marketing and a social media campaign. Curriculum changes have been submitted and passed through faculty, and changes will be next sent to the Dean.

e. **NCC**: 262 hours of internships have been offered in Y2 so far, and two new interns have started at Tobyhanna Army Depot. Open houses are scheduled for April 13 and 20, 2024, and transfer fairs are scheduled for March 25 and 27, 2024. Recipients for the book scholarships will be determined soon, and the Summer Bridge program will begin on August 9, 2024.

f. **MCCC**: Second interviews for the Grant Manager position will be held on Thursday, March 7, 2024. Preparations are underway for open houses to be held in April and May. PC4A will be represented at the “Discover your Future” event on March 9, 2024. Tutoring services are currently under evaluation to determine if additional sessions are needed. The Codebreakers Club held a Generative AI Coding Workshop. Work with the Dual Enrollment group is underway to determine if a dual enrollment + 1 pathway would be beneficial for students. Program evaluation is being concluded to identify students who only need a few courses to finish their degrees, and students who have already obtained certification.

10. The next meeting will be held on April 3, 2024 at 3:30 p.m. EST.
11. With no further business, the meeting concluded at 4:20 p.m. EST.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting
February 21, 2024 at 3:30 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from February 7, 2024, meeting.

Announcements/Updates

1. **Invoice Updates**
   a. Thank you to all partners who submitted invoices on time. Partners are asked to continue spending funds according to their budget, goals, and objectives.

Partner	Budget Spent
Overall	19%
LO	25% (through Dec '23)
BC3	19%
BUCKS	20%
MCCC	13%
NCC	12%
PHCC	23%
WCCC	22%

2. **One-On-One Partner Meetings**
   a. One-on-one meetings will be held during the week of March 18, 2024 (if possible).
   b. All partners are asked to submit the availability form by February 23, 2024.
   c. **Please note:** all Co-PIs and key personnel are required to attend their institutions' one-on-one meeting, and partners asked to send the availability form to anyone else they would like to invite.
3. **POGIL Workshop Registration/Incentives**
   a. Deadline to register is February 27, 2024 (as requested by POGIL).

WEST PA (April 12, 2024) Total: 7		**EAST PA (April 5, 2024) Total: 19**	
BC3	1	BUCKS	0
PHCC	1	MCCC	10
WCCC	5	NCC	9

   b. Partners are asked to continue publicizing the event and encourage faculty to register via the online registration form.
   c. Partners are asked to report on the offering of incentives for participation in the workshop.
4. **PC4A Transfer Scholarship**
   a. A new page on the PC4A website has been created for the PC4A Transfer Scholarship
   b. Partners are asked to continue advertising the scholarship to students and alumni and encourage students to apply using the online form.
   c. Application deadline for the fall 2024 semester award is April 15, 2024.

5. **All Lines Technology – MS Ignite Wrap Up**
    a. All Lines Technology is offering a free Microsoft Ignite Wrap Up Event for anyone interested in learning more about the latest offerings from Microsoft with an emphasis on AI. Complete the online form to register.
    b. Event Date: February 22, 2024 from 10:00 AM to 1:00 PM
    c. Event Location: 850 Cranberry Woods Dr, Cranberry Twp, PA 16066
6. **Partner updates.**

Minutes of the PC4A Biweekly Meeting
Held virtually on February 21, 2024 at 3:30 PM

Members Present: Jamie Bretz, Rory Butler, Celisa Counterman, Waleed Farag, Melissa Langer, Sherri Mack, Charles Marchione, Erica Reighard, Christie Sever, Lydia Taylor, Jake Williams, Barb Zaborowski, Leisa Zuccolotto.

Meeting Information

1. Motion to approve the minutes from the February 7, 2024 meeting was made by Barb Zaborowski and seconded by Leisa Zuccolotto, Jake Williams, and Sherri Mack. The motion was approved unanimously.
2. Partners were thanked for submitting January 2024 invoices on time and reminded about the importance of spending funds in accordance with scope of work and project objectives. The following table was shared with partners:

Partner	Budget Spent
Overall	19%
LO	25% (through Dec '23)
BC3	19%
BUCKS	20%
MCCC	13%
NCC	12%
PHCC	23%
WCCC	22%

3. One-on-one meetings will be held with all partners the week of March 18, 2024 (if possible). All partners were asked to complete the online availability form to assist with scheduling these meetings. All Co-PIs and key personnel are required to attend their institutions' one-on-one meeting and are encouraged to invite other representatives who are involved with the project.
4. Updates on current registrations for the POGIL workshops were shared, and partners were asked to comment on the possibility of encouraging more faculty to attend:
    a. PHCC: Workshop information was shared with the faculty senate, and reminders will be sent out again. An incentive may be offered to help increase participation.
    b. BC3: STEM faculty have been invited, and a stipend may be offered.
    c. BUCKS: Offering an incentive might help, information will be shared with all faculty.
    d. MCCC: Workshop information was originally only shared with Computer Science faculty. By opening the invitation to other STEM faculty and offering a stipend, 10 people registered for the workshop in one day. Also opening the event to adjunct faculty may have also increased participation.
5. The new website for the PC4A Transfer Scholarship Program was shared with partners. One student from WCCC has applied, and partners are encouraged to publicize the scholarship with their students. Partners provided the following comments:
    a. PHCC: A notification was added to the Co-PIs courses to advertise the scholarship program.
    b. NCC: Information was shared with all faculty and students, however the STEM grant with ESU which provides two years of tuition and other benefits may be more attractive for students. Distance to IUP may also be a reason more students aren't applying.
    c. BC3: Information will be pushed out to all faculty again.
    d. BUCKS: Like other East PA partners, the distance to IUP may be a deterrent.

6. All Lines Technology is offering an "MS Ignite Wrap-Up" event on February 22, 2024. The event will be held in person in Cranberry Twp from 10:00am to 1:00pm, and anyone interested should use the online form to register for the event.
7. Partners shared the following updates:
    a. **BUCKS**: A marketing plan has been developed that will include paid search terms and facebook ads. The marketing focus will be split between traditional and non-traditional students. Certification Prep Bootcamps are being finalized now, which will be held during spring break and after the end of the spring semester. The Dean is also working to gain access to the voucher verification system to allow tracking of the vouchers and better report on certification rates. A professor at BUCKS received the EC-Council Circle of Excellence Award. Curriculum changes are also underway.
    b. **PHCC**: Meeting with HS partners for the Institute for Cybersecurity have been held, and details are being finalized for the upcoming Cybersecurity Event. Staff are working on expanding hours at the testing center to encourage more students to take certification exams. A Network+ workshop is going to be held March 28-30, and students will schedule the exam during the workshop. The workshop will also be more focused on reviewing technical topics. Plans are underway for students to join the NE NCAE Cyber Game competition. Students are preparing for CCNA certification and qualified students will receive an exam voucher.
    c. **NCC**: A faculty member and students will be attending the 3CS event in March. Preparations are underway for hosting the conference in April. Approval has been given for social media posts specifically for the project and programs, and more details will be shared soon. Scholarships will be issued soon, with a focus on students with the biggest financial need.
    d. **MCCC**: Equipment orders have been placed. Scholarships are in process and should appear on the February invoice. Two internships have begun, and interns will be working to update labs, track certification rates, and work with workshop participants to help improve offerings. Certification Prep workshops will be offered in May, and the workshops are being evaluated to ensure certification rates increase. MCCC has been awarded additional funding and staff are reviewing the possibility of using these funds to encourage more students to enroll in STEM programs. The search for the new Grant Manager is almost completed, and updates will be shared soon.
    e. **WCCC**: WCCC will be taking students to visit CMU's NREC on April 19, 2024, and PHCC students are welcome to attend as well. Issues with purchasing the CompTIA exam vouchers are finally resolved and vouchers should be purchased and distributed to the five students who have earned the voucher. Plans are underway for summer camps for MS/HS students and certification bootcamps.
    f. **BC3**: A meeting was held with the scholarship committee and 26 $900 scholarships will be awarded to students in targeted programs. One spring intern has been hired and she will be working on a few projects related to website design and security. Two summer interns are expected to be hired from the May graduating class, and plans are underway for community engagement events this summer. A cert prep workshop will be held in May.
8. The next meeting will be held on March 6, 2024 at 3:30 p.m. EST.
9. With no further business, the meeting concluded at 4:20 p.m. EST.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting
February 7, 2024 at 3:30 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from January 24, 2024, meeting.

Announcements/Updates

1. Quarterly Report Updates
   a. The quarterly report was submitted on January 29, 2024. Thank you to all partners for your detailed and comprehensive reports!
   b. The funding agency has placed a page limit on future reports. Partners will be provided with a new quarterly report template for the next report, which will be due April 12, 2024.
2. Invoice Reminders
   a. Invoices are due on February 10, 2024. Partners are asked to work with their financial teams to ensure invoices are submitted by the previously stated due date and include all requested back-up documentation.
3. Certification Statistics
   a. Partners are asked to review the chart below and discuss the following:
      i. Strategies for improving certification rates.
      ii. Possible deadline to use awarded vouchers.

Workshop Date	Partner	Certification	Participants	Vouchers Awarded	Certifications Earned	Certification Rate
December 2022	BC3	CompTIA Network+	3	3	2	67%
December 2022	PHCC	CompTIA Network+	3	3	0	0%
April 2023	PHCC	CompTIA Linux+	11	11	0	0%
May 2023	BC3	CompTIA Security+	3	3	3	100%
May 2023	MCCC	Cisco CCNA	11	11	6	55%
June 2023	MCCC	Cisco CCNA	13	13	4	31%
July 2023	BUCKS	CompTIA A+	10	10	0	0%
July 2023	BUCKS	CompTIA Network+	5	5	0	0%
July 2023	MCCC	Cisco CCNA	5	2	0	0%
September 2023	PHCC	CompTIA Security+	13	?	?	?
November 2023	PHCC	CompTIA Network+	11	?	?	?
December 2023	BC3	CompTIA Network+	4	4	?	?
December 2023	WCCC	CompTIA A+	12	?	?	?
December 2023	MCCC	CompTIA A+	10	?	?	?
		Totals	**114**	**65**	**15**	**23%**

4. POGIL Workshop Registration
   a. **Deadline to register is February 27, 2024** (as requested by POGIL).
   b. East PA Participants: **6**
   c. West PA Participants: **2**
   d. Partners are asked to continue publicizing the event and encouraging faculty to register via the online registration form.

5. Allegheny Educational Systems, Inc.
    a. Allegheny Educational Systems, Inc. is a provider of technology labs, equipment and curriculum. View the latest Career and Technical Education Guide for further details on available offerings.
6. Defense STEM Education Consortium (DSEC) Session
    a. DSEC is offering a session on how students develop STEM identity which will be held on April 2, 2024 from 1:00pm – 2:00pm.
    b. Complete the online form to register for the event.
7. Naval Horizons Student Essay Contest
    a. Naval Horizons is a student essay contest introducing students to cutting-edge STEM topics impacting the U.S. Navy and Marine Corps through an engaging video series.
    b. Up to 5,000 winners will earn a $200 cash prize, and exceptional essays will be highlighted on the Naval Horizons website.
    c. The contest is open to college and high school students who are US citizens.
    d. Deadline to submit an essay is June 10, 2024, visit the Naval Horizons website for details.
8. Regional Cyber Hub Initiative (RCHI)
    a. The PI was invited to join the RCHI convening on March 1st. Several cybersecurity stake holders are involved in this initiative including Pitt Cyber, Allegheny Intermediate Unit (IU3) and others. This initiative intends to assess regional needs and to explore the possibilities of coordinating our collective efforts and resources to enhance cybersecurity workforce development. We will report on the outcomes of this meeting and possible ways PC4A can collaborate with this group soon.
9. Partner updates.

Minutes of the PC4A Biweekly Meeting
Held virtually on February 7, 2024 at 3:30 PM

Members Present: Jamie Bretz, Michael Caglia, Celisa Counterman, Waleed Farag, Maureen Farley, Sherri Mack, Charles Marchione, Christie Sever, Lydia Taylor, Courtney Tilton, Jake Williams, Barb Zaborowski.

Meeting Information

1. Motion to approve the minutes from the January 24, 2024 meeting was made by Christie Sever and seconded by Jake Williams. The motion was approved unanimously.
2. The first quarterly report for Y2 was submitted on January 29, 2024, and all partners were thanked for providing detailed information. For all future reports, a 10-page limit is now in place, and partners will be sent a new quarterly report template which will include a slight change to the way information is requested. The next report will be due from partners on April 12, 2024.
3. Partners were provided with a chart that includes all certification related statistics:

Workshop Date	Partner	Certification	Participants	Vouchers Awarded	Certifications Earned	Certification Rate
December 2022	BC3	CompTIA Network+	3	3	2	67%
December 2022	PHCC	CompTIA Network+	3	3	0	0%
April 2023	PHCC	CompTIA Linux+	11	11	0	0%
May 2023	BC3	CompTIA Security+	3	3	3	100%
May 2023	MCCC	Cisco CCNA	11	11	6	55%
June 2023	MCCC	Cisco CCNA	13	13	4	31%
July 2023	BUCKS	CompTIA A+	10	10	0	0%
July 2023	BUCKS	CompTIA Network+	5	5	0	0%
July 2023	MCCC	Cisco CCNA	5	2	0	0%
September 2023	PHCC	CompTIA Security+	13	?	?	?
November 2023	PHCC	CompTIA Network+	11	?	?	?
December 2023	BC3	CompTIA Network+	4	4	?	?
December 2023	WCCC	CompTIA A+	12	?	?	?
December 2023	MCCC	CompTIA A+	10	?	?	?
		Totals	**114**	**65**	**15**	**23%**

   a. Partners were asked to discuss how to improve certification rates. The following comments were made:
      i. **MCCC**: Workshops offered at the end of the year are being extended to allow participants more time to prepare for the exam. The number of vouchers awarded, and certifications earned for these workshops will increase once the workshops have officially concluded.
      ii. **BC3:** The bootcamp instructor is very selective about the number of students who participate (students must be invited to attend). Workshop numbers are low, but certification rates are high with two of the three offered workshops at 100% certified. The bootcamp instructor is also diligent about following up with students to make sure they take the exam.
      iii. **PHCC:** The testing center has very limited hours, which might be a reason so few students are taking the exam. An intern has been hired to assist in this area and the additional hours of availability may help increase numbers.
      iv. **WCCC:** Students who participated in the workshop must first pass a test to earn their voucher. So far, five students have earned their voucher, and updates will be shared soon.

v. **BUCKS:** The Co-PI will follow-up with more accurate numbers once the person with access to the CompTIA portal has been identified.

b. All partners are to review their procedures and try to identify additional ways to encourage students to obtain certification. Vouchers should be distributed to students who are likely to take and pass the exam.

4. Partners were asked to encourage their faculty to register for the upcoming POGIL workshops via the online form, with a registration deadline of February 27, 2024 (requested by POGIL representatives).
    a. There are currently only eight participants registered for the East PA workshop, and two registered for the West PA workshop. Each PC4A partner is expected to have at least 4-6 faculty participate in the workshops.
5. Resources and upcoming events were shared with partners:
    a. Allegheny Educational Systems just published the Career and Technical Education Guide, which contains details on current offerings.
    b. The Defense STEM Education Consortium is offering a session detailing how students develop a STEM identity. The session will be held on April 2, 2024 from 1:00pm – 2:00pm and registration can be completed using the online form.
    c. Naval Horizons is offering the annual student essay contest which is open to college and high-school students. Up to 5,000 winners will earn a $200 cash prize. Students can submit their essay on the Naval Horizons website which are due by June 10, 2024.
    d. The PI has been invited to join the Regional Cyber Hub Initiative which included Pitt Cyber, IU3, and others. The PI will report on meeting outcomes and possible ways of collaboration soon.
6. Partners provided the following updates:
    a. **PHCC**: Faculty attended an open house on February 1, 2024 and photos have been shared with the PM. A visit to the Somerset Career and Technical Center is being scheduled with the Admissions department to promote the program. The agenda for the upcoming public cybersecurity event is being finalized, with HS students attending in the morning, and senior citizens attending in the afternoon, and all participants will be transported to the event. Three interns have been hired so far.
    b. **BC3**: All four Network+ workshop participants have passed their certification exam. The data privacy week marketing campaign which launched in late January resulted in 12 applicants, two of which will be starting in summer 2024 and six planned for the fall.
    c. **MCCC**: The SkillsUSA competition was held on January 26, 2024, and PC4A was represented by the Co-PI and computer science faculty. 22 students attended the event. Two interns have been hired to work with Larry Byron and will be tasked with setting up the networking lab, promoting certifications, and maintaining communication with students. The grant manager position has closed, and interviews are expected to conclude by the middle of next week.
    d. **BUCKS**: Co-PI met with faculty to work on a presentation that focuses on diversity and inclusion, with presentations beginning during spring break. Tutoring sessions have been planned to better support cybersecurity students. Two certification prep workshops will be offered during spring break, with four additional workshops planned for the end of the semester.
    e. **NCC**: Book scholarships will be distributed soon. Two students will start internships at Tobyhanna Army Depot on February 12, 2024. One tutor has been hired who will potentially be able to offer certification prep workshops. The robotics camp will be offered on August 9, 2024. Students will visit ESU on March 15, 2024. Project information has been presented to over 100 students, and more presentations are planned for the future. Computers will be ordered soon.

f. **WCCC**: The tour for the NREC is currently being planned, which will hopefully be held in April. The summer cybersecurity camp will be held June 24-26, 2024. A meeting was held this week about the Pearson Vue testing center to get estimates of costs. Internships are currently on hold, and additional details will be shared soon.

7. The next meeting will be held on February 21, 2024 at 3:30 p.m. EST.
8. With no further business, the meeting concluded at 4:16 p.m. EST.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting
January 24, 2024 at 3:30 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from January 10, 2024, meeting.

Announcements/Updates

1. Invoice Updates
   a. Thank you to all partners who submitted invoices on time. Partners are asked to continue spending funds according to their budget, goals, and objectives.

Partner	Budget Spent
Overall	16%
LO	25%
BC3	12%
BUCKS	0%
MCCC	12%
NCC	9%
PHCC	20%
WCCC	27%

2. Quarterly Report Updates
   a. Thank you to all partners who submitted their quarterly report on time. Please be on the lookout for communication from the PI and PM in case additional information is requested to accurately report on your activities.
3. Virtual DoD Discussion Panel
   a. Partners are asked to provide feedback on the possibility of IUP hosting a virtual discussion panel with current/previous DoD CySP awardees. Panel guests will discuss the following with PC4A partner students:
      i. Hiring process for employment with DoD
      ii. Impressions of internship experiences
      iii. Tasks/responsibilities during a typical workday
      iv. Impressions of CySP application process, and benefits
      v. Explanation of current research projects at IUP
4. POGIL Workshops
   a. East PA Workshop: April 5, 2024 from 9:00 am to 4:00 pm
   b. West PA Workshop: April 12, 2024 from 9:00 am to 4:00 pm
   c. Partners are asked to begin distributing the workshop flyer and encouraging faculty to register via the online registration form.
5. One-on-one Partner Meeting Notification
   a. All partners will be required to attend a one-on-one meeting with the PI and PM to review project progress, goals, and budgets. These meetings are expected to be held in early March, and partners will be provided with an agenda prior to the meeting.

6. 2024 FIRST Championship Conference – Call for Presenters
    a. FIRST is looking for session proposals for the upcoming conference to be held in Houston TX April 17-20,2024 in the following topics:
        i. Business & Marketing
        ii. Engineering
        iii. Equity, diversity, inclusion
        iv. Event Experience
        v. Game Strategy
        vi. Implementation and Success Stories
        vii. Informational Topics
        viii. Programming
        ix. Schools and Education
    b. Submit proposals here, which are due by February 9, 2024.
    c. Contact championshipconferences@firstinspires.org with any questions.
7. New PC4A Event Calendar
    a. To better track activities, a new PC4A event calendar has been created and will be shared with all partners soon. The calendar will be updated after each bi-weekly meeting and partners are asked to review the calendar for accuracy and completeness.
8. Partner Updates

PC4A Biweekly Meeting
January 10, 2024 at 3:30 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from December 14, 2023, meeting.

Announcements/Updates

1. Approval of Y2 Budget Reallocation
   a. The PI submitted the budget reallocation request to the funding agency on December 13, 2023. Approval of the request was received on December 18, 2023. All partners who submitted budget reallocation requests have received fully executed subaward modifications and have been sent a new Y2 Invoice Template.
2. POGIL Faculty Development Workshops
   a. Partners are asked to confirm dates provided by POGIL representatives:
      i. East PA Workshop: Friday, April 5, 2024
      ii. West PA Workshop: April 10, 11 or 12, 2024
3. Invoice Reminders
   a. December invoices are **due January 10, 2024**. It is vital that invoices are submitted on time, as we will be reporting on our current spending in the upcoming report due January 30, 2024.
4. Distribution of Virtual Software Vouchers
   a. The PI reviewed all partner requests for virtual lab vouchers, and the number/type of vouchers for each partner were chosen based on the availability of funds. As of January 4, 2024, all partners have received their allotment of vouchers.
5. Quarterly Report
   a. Partners are reminded that competed quarterly reports should be submitted to the PM **by 5:00 PM on January 19, 2024.**
   b. Partners should include as much detail on their activities this quarter as possible and attach any marketing documents or event photos.
6. PC4A Transfer Scholarship
   a. Partners are asked to provide feedback on the following eligibility requirements:
      i. Must have graduated from a partner school within the last 10 years
      ii. Must have a GPA of 3.0
      iii. Must maintain a GPA of 3.0 during award year
7. PC4A Data Analysis
   a. The PI and PM have compiled and analyzed Y1 data. The analysis presentation is included as an attachment to this agenda and will be reviewed with partners during the meeting.
8. Social Media Campaign
   a. The new SM campaign launched on January 1, 2024 and is planned to continue at least through the end of the Spring semester. Partners are asked to please share any event photos, upcoming events, marketing, etc. to be posted across PC4A social media accounts. Partners are also asked to interact with PC4A social media (re-post, re-share, like, comment, etc.) when appropriate and possible.

9. Tri-County Workforce Investment Board Request For Quote-Cybersecurity
    a. TCWIB is requesting quotes to assist companies with effectively learning cybersecurity.
    b. Quotes should address the need to understand technology within the business environment and present participants with related concepts.
    c. Quotes are due no later than 3:00 PM on January 22, 2024. See details in attached document.
10. New PC4A Website
    a. The new PC4A website will launch by January 31, 2024. All partners are asked to review the website for accuracy, design and content, and send any requests for changes/corrections to the PM.
    b. Co-PIs and Key Personnel are asked to send a short bio and headshot (photos not required) to the PM as soon as possible for inclusion on the website.
11. Microsoft Co-Pilot Readiness Assessment
    a. All Lines Technology is offering any PC4A partner a free readiness assessment for deployment of Microsoft Co-Pilot at their institutions. If anyone is interested, please contact Nick Falce at Nfalce@all-lines-tech.com.
12. Partner Updates

Minutes of the PC4A Biweekly Meeting
Held virtually on January 10, 2024 at 3:30 PM

Members Present: Jamie Bretz, Rory Butler, Michael Caglia, Celisa Counterman, Waleed Farag, Maureen Farley, Melissa Langer, Kate Love, Charlie Gambino, Sherri Mack, Greg Paonessa, Guy Patra, Erica Reighard, Lydia Taylor, Courtney Tilton, Barb Zaborowski, Leisa Zuccolotto.

Meeting Information

1. Motion to approve the minutes from the December 14, 2023 meeting was made by Barb Zaborowski and seconded by Michael Caglia. The motion was approved unanimously.
2. The PI submitted a budget reallocation request on December 13, 2023 which was fully approved by the funding agency on December 18, 2023. All partners have received a fully executed sub-award amendment and have been sent a new Y2 Invoice Template which should be used moving forward.
3. Bucks has received a fully executed subaward.
4. The PI and PM have been working with POGIL representatives to determine best possible dates for the upcoming faculty development workshops. Partners were asked to provide feedback on the dates available:
    a. WCCC confirmed April 12, 2024 for the West PA Partner Workshop.
    b. NCC tentatively confirmed April 5, 2024 for the East PA Partner Workshop and will get back to the PI and PM for an official confirmation.
    c. Partners were asked to begin recruiting and announcing the workshop. The PM will send a flyer, link to the registration form, and a description of the workshop as soon as possible.
5. Partners were reminded that invoices were due today, January 10, 2024.
6. As of January 4, 2024, all partners have been issued an allotment of virtual lab vouchers, either from Cengage or TestOut. Vouchers were distributed based on requests from partners and the availability of funds in the LO budget. Partners were encouraged to use their own budgets to purchase additional vouchers if needed/necessary to help reach project objectives.
7. Partners were reminded that the first quarterly report is due by 5:00 PM on January 19, 2024, and were asked to send their reports as soon as possible, along with any photos, marketing, etc. to help document their efforts.
8. PC4A will be offering scholarships to any PC4A Partner graduate who enrolls in the IUP Computer Science – Cybersecurity track program. Partners were asked to provide feedback on the proposed eligibility requirements for the scholarship program:
    a. Must have graduated from a partner school within the last 10 years
        i. Partners agreed that 10 years was too long. The requirement was updated to 5 years, with 10 years permitted if the applicant has previous computer science related work experience.
    b. Must have a GPA of 3.0
        i. Approved by partners
    c. Must have a GPA of 3.0 during award year
        i. Approved by partners
9. A new social media campaign launched on January 1, 2024, with a goal of up to daily posts. Partners were asked to please interact with PC4A social media to help increase PC4A follower count and reach. Partners were also asked to share any information/images/etc. that can be publicized on PC4A social media accounts.

10. Tri-County Workforce Investment Board has released a request for quote for cybersecurity training. More details will be emailed to partners at the conclusion of this meeting. Quotes are due by 3:00 PM on January 22, 2024.
11. The stand-alone website is planned to launch by the end of January or in February 2024. Partners were asked to carefully review the website for accuracy, design, and content, and provide feedback to the PM by **January 20, 2024**.
12. All Lines Technology is providing a free assessment for any PC4A Partner who might be interested in learning how to utilize Microsoft Co-Pilot at t
13. heir institution. Anyone interested should contact Nick Falce at nfalce@all-lines-tech.com.
14. An analysis of Y1 data was provided to partners, and all slides were shared with partners prior to the meeting. Partners were asked to review the presentation to see how their efforts have had a positive impact on reaching project objectives. Partners were also asked to see areas where they could make more effort to reach students in targeted areas, specifically women, minority students, those from underrepresented groups, and veterans/military connected students.
15. Partners provided the following updates:
    a. **PHCC**: Work on the quarterly report has been ongoing, and course work items are in the process of being finalized. Meetings with school districts will be held in the next week to determine how many students may become involved with the new Institute for Cybersecurity. A new marketing campaign is also underway and will be launched soon. One certification-prep workshop will be held during the spring, with two separate sessions to encourage more involvement with cyber games.
    b. **BC3**: A winter bootcamp was held for CompTIA Network+ with four students, and vouchers will be awarded as soon as possible. A new marketing campaign will launch during "Data Privacy Week" which occurs at the end of January.
    c. **WCCC**: The A+ bootcamp was held in December with about 15 students. Students who completed the bootcamp must pass an exam to be awarded the first A+ exam voucher, and will be awarded the second voucher after successfully completing the first A+ exam. A forensics class will be held with 24 CTC students, and students who complete the class will also be awarded an exam voucher. Interviews for the intern position have been completed, and two interns have been identified for the next two semesters. Cyber competitions will be an upcoming focus, hopefully in collaboration with PHCC.
    d. **NCC**: A meeting to discuss the Y2 budget will be held soon. NCC will be hosting the upcoming 3CS, which may continue in future years if successful. A Cybersecurity Open House for high school students will be held soon, which will include workshops, an industry panel, and a job fair. Curriculum changes are also underway. Two internships are currently ongoing, and two more are planned to Tobyhanna Army Depot. 221 internship hours were offered during the fall semester.
    e. **MCCC**: The A+ bootcamp with 10 students just finished and was determined to be a bit too fast paced. The bootcamp will be extended, and vouchers will be awarded to students for completing the bootcamp. Hiring of the intern is currently being finalized, and another IT intern position will be posted soon. MCCC is hosting the Skills USA competition, and scholarships are expected to be distributed soon. Rebecca Hays will be serving in the Grant Manager position until the position can be filled.
    f. **BUCKS**: Preparations for the upcoming semester are underway. Cengage licenses were distributed to faculty, and TestOut vouchers will be purchased soon. Actions are being taken to

streamline internal processes. Bootcamps will be held near the end of the Spring 2024 semester. Professional development activities are scheduled, and marketing initiatives are underway.

16. The next meeting will be held on January 24, 2024 at 3:30 p.m. EST.
17. With no further business, the meeting concluded at 4:30 p.m.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting
December 14, 2023 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from November 30, 2023, meeting.

Announcements/Updates

1. POGIL Faculty Development Workshops
   a. Partners who have volunteered to host the event are asked to share available dates as soon as possible.
2. Budget Re-allocation/Additional Fund Requests
   a. The PI and PM are currently working to submit the budget re-allocation request to the funding agency. Once approved, fully executed subaward amendments will be sent to partners, along with an updated Invoice Template that should be used moving forward.
3. Distribution of Virtual Software Vouchers
   a. The PI is currently reviewing voucher requests in relation to the expected approval of the budget reallocation, see above. The total number of vouchers to be provided to each school will be shared soon.
4. Invoice Updates
   a. November 2023 invoices were due on December 10, 2023. Partners are reminded to submit invoices by the 10th of each month to avoid reimbursement delays.

Partner	Budget Spent Through November 2023
LO	13% (through Oct)
BC3	10%
MCCC	11%
NCC	6%
PHCC	20%
WCCC	1%

5. PC4A Transfer Scholarships
   a. Partners are asked to provide an estimate of how many students (current and alumni) they think would be interested in applying for the scholarship, which is estimated to cover one year of tuition.
6. Spring 2024 Bi-weekly Meeting Schedule
   a. Tentatively scheduled for Wednesdays from 3:30PM to 4:30PM.
7. Launch of Social Media Campaign
   a. A new social media campaign will launch on January 1, 2024. Partners are asked to please keep the PM updated with activities, advertisements, and event photos to be shared on social media.
8. Partner Updates

Minutes of the PC4A Biweekly Meeting
Held virtually on December 14, 2023 at 3:00 PM

Members Present: Jamie Bretz, Rory Butler, Michael Caglia, Celisa Counterman, Waleed Farag, Maureen Farley, Melissa, Charlie Gambino, Langer, Sherri Mack, Charles Marchione, Guy Patra, Christie Sever, Lydia Taylor, Courtney Tilton, Barb Zaborowski, Leisa Zuccolotto.

Meeting Information

1. Motion to approve the minutes from the November 30, 2023 meeting was made by Barb Zaborowski and seconded by Leisa Zuccolotto. The motion was approved unanimously with corrections to dates.
2. WCCC will be hosting the POGIL workshop for West PA partners, and NCC will be hosting the workshop for East PA partners. The PI and PM are working with POGIL representatives to finalize schedules.
    a. **WCCC**: Unavailable dates have been sent to POGIL, more details will be shared soon.
    b. **NCC**: Unavailable dates are March 3-8, March 11-15, and April 11. A Friday in April is preferred.
3. The PI submitted the budget reallocation request to the funding agency on December 13, 2023. Once the funding agency has approved the request, partners will be issued subaward modifications and new Y2 invoice templates.
    a. Two partners received fully executed subaward modifications prior to DoD approval. If the DoD requires any changes to the budget, new subaward modifications will need to be signed.
    b. Partners are not able to spend any additional requested funds until the funding agency approves the new budget, and current Y2 invoice templates should be used until further notice.
4. All partners have submitted requests for virtual lab vouchers. Once the budget reallocation is approved, partners will be contacted with the number of vouchers that the LO can provide. Partners were asked to provide feedback on their timeline for voucher distribution, to prevent delays in course material access. The PI will reach out to the funding agency for a timeframe for budget reallocation approval.
    a. **NCC**: Vouchers won't be distributed until the end of add drop.
    b. **BUCKS**: Would like to distribute vouchers as soon as possible.
    c. **BC3**: Suggested that partners work with their bookstore take the book off the "shelf," and faculty can request that students use the two-week free trial if voucher distributions are delayed.
5. Almost all partners submitted invoices on time, and the table below was shared showing funds spent through November. Expenses for the LO are one month behind due to the reporting periods of the IUP Research Institute. Partners were asked to share if they have any upcoming expenses:
    a. **WCCC**: Payroll and expenses for the A+ workshop should be included on the December invoice.
    b. **MCCC**: Tutoring and workshop expenses should be included on the December invoice.

Partner	Budget Spent Through November 2023
LO	13% (through Oct)
BC3	10%
MCCC	11%
NCC	6%
PHCC	20%
WCCC	1%

6. If approved, the LO will be offering transfer scholarships to any PC4A partner student who transfers into IUP's Computer Science Cybersecurity program. Partners were asked to provide an estimate of how many students may be interested:
    a. **BC3**: 1-2
    b. **WCCC**: 2
    c. **PHCC**: Will check with faculty.
    d. **BUCKS**: There may be some interest if research opportunities are available.
    e. **NCC**: Will provide soon.
    f. **MCCC**: Might have 1-2, more if international students are permitted to apply.
7. The Spring 2024 bi-weekly meetings will be held on Wednesdays from 3:30PM to 4:30PM, and the next meeting will be held on January 10, 2024.
8. The social media campaign will be re-launched on January 1, 2024 with the goal of daily posts. Partners were asked to keep the PM informed of their activities and events, and to please share any content that can be posted on social media.
9. Partners provided the following updates:
    a. **BUCKS**: Fall bootcamps were moved to Spring, and they are close to finalizing an MOU with Thomas Edison State University. A high school presentation was made on December 7, and photos will be shared soon.
    b. **WCCC**: The A+ Bootcamp began December 11, 2023, with 16 participants. Due to a purchasing issue, camp materials were delayed but PI's were able to continue with the camp using materials already available. The delayed books will arrive on Friday. Interviews for the Spring internship are currently underway, and the Co-PI has been involved in a few occupational advisory committees with CTC's. Classes have been held with CTC students.
    c. **PHCC**: Books have been ordered for the bootcamp, and activities are underway to get students excited about the launch of the Institute for Cybersecurity in the fall. Incentives will be purchased to keep students engaged on the spring semester, and a bootcamp will be held over the winter break.
    d. **BC3**: The Network+ bootcamp began on December 12, 2023 with four participants. A press release about the scholarship awardees is now live, and has been shared with the PM.
    e. **NCC**: Interviews have been held for professional tutors, and one has been hired. Students from the CS Club attended Bsides in Philly. 12 more scholarships have been awarded. Internships with Tobyhanna Army Depot have finished, and another internship has recently started at another company. Meetings with the Outreach Coordinator and Student Support Specialist have been held to develop new recruitment materials. 200 hours of internships offered during the fall.
    f. **MCCC**: The CCNA bootcamp is ending this weekend, and the A+ workshop starts next week. The internship position closed and candidates will be called for interviews. The spring internship with the IT department will be posted shortly, and interns will be working to improve the AI chatbot.
10. The next meeting will be held on January 10, 2024 at 3:30 p.m. EST.
11. With no further business, the meeting concluded at 4:00 p.m.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting
November 30, 2023 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from November 16, 2023, meeting.

Update on Action Items

Item	Status
Check with RI regarding reimbursement for virtual lab vouchers	Complete (see 4.b below)

Announcements/Updates

1. POGIL Faculty Development Workshops
   a. Partners are asked to provide feedback on preferred dates/venues for two in-person faculty development workshops in Spring 2024, one in eastern PA and the other in western PA.
2. IUP Scholarships for PC4A Partner Students
   a. Any student who transfers from a PC4A Partner School into IUP's Computer Science program will be eligible for a scholarship. Additional details will be provided soon, including marketing documents to be used at partner institutions. Partners will be asked to provide input on the benefit of offering these scholarships, and an estimate of how many students might be interested.
3. PC4A Partner Student Eligibility for DoD CySP Scholarship Program
   a. Through serious effort by Dr. Farag, the DoD has agreed to allow any eligible PC4A Partner students to apply for the Cyber Scholarship Program (CySP) through IUP, if the student transfers into IUP's Computer Science program starting fall 2023. Benefits of the scholarship are as follows:
      i. Full cost of tuition and all fees provided for the 2024–25 academic year.
      ii. A $29,000 stipend for undergraduate students to cover room and board.
      iii. Covering the cost of all required books.
      iv. One-time laptop/computer purchase.
   b. **Application deadline is February 1, 2024.**
   c. Please see full details on the CySP website.
4. Virtual Lab Vouchers
   a. All partners are asked to submit their final choices for vouchers by December 1, 2023.
      i. If TestOut is the chosen platform, please submit the number of each voucher requested using the attached form.
   b. Partners interested in purchasing vouchers at the institutional level are permitted to do so, however a contract is required for Cengage, which could cause delays and may increase prices due to fewer vouchers purchased. No contract is required for TestOut, however prices included on the attached form are for CompTIA Academic Partners only.
5. Soft Skills Tutoring Service Updates

a. As of 11/27/2023, no student has participated in the soft skills tutoring sessions with the writing center.
b. Views on Soft Skills Video Series are below:
    i. Words that Work: **18**
    ii. Writing with Statistics: **9**
    iii. DIY Resumes: **13**
    iv. Clarity and Conciseness: **4**
    v. Selling your Proposal: **4**
    vi. Intro to Technical and Professional Writing: **3**
c. Partners are asked to vote on the continuation of the Soft Skills Tutoring Service during the Spring 2024 semester.

6. Quarterly Report Templates
    a. Partners will be sent quarterly report templates by the end of the week, which will be due on January 19, 2024.
7. Partner Updates

TestOut Voucher Request Form

School Name: _____

Price	Title	Prepares students for:	Quantity
$99	Digital Literacy Pro	• TestOut Digital Literacy Pro	
$129	IT Fundamentals Pro	• TestOut IT Fundamentals Pro • CompTIA IT Fundamentals	
$99	Office Pro	• TestOut Office Pro • MO-110: MS Word® Associate • MO-210: MS Excel® Associate • MO-310: MS PowerPoint® Associate	
$99	TestOut Pro Certified: Microsoft Excel	• TestOut Pro Certified: MS Excel Advanced • MO-210: MS Excel® Associate • MO-201: MS Excel® Expert	
$99	TestOut Pro Certified: Microsoft Word	• TestOut Pro Certified: MS Word® Advanced • MO-110: MS Word® Associate • MO-101: MS Word® Expert	
$129	PC Pro	• TestOut PC Pro • CompTIA A+	
$129	Network Pro	• TestOut Network Pro • CompTIA Network+	
$129	Security Pro	• TestOut Security Pro • CompTIA Security+	
$149	CyberDefense Pro	• TestOut CyberDefense Pro • CompTIA CySA+	
$149	Ethical Hacker Pro	• TestOut Ethical Hacker Pro	
$129	Routing and Switching Pro	• TestOut Routing and Switching Pro • Cisco CCNA	
$129	Linux Pro	• TestOut Linux Pro • CompTIA Linux+	
$129	Client Pro	• TestOut Client Pro • Microsoft MD-102	
$129	Hybrid Server Pro: Core	• TestOut Hybrid Server Pro: Core • MS AZ-800: Administering Win Server Hybrid Core Infrastructure	
$129	Hybrid Server Pro: Advanced	• TestOut Hybrid Server Pro: Advanced • MS AZ-801: Configuring Win Server Hybrid Advanced	

Minutes of the PC4A Biweekly Meeting
Held virtually on November 30, 2023 at 3:00 PM

Members Present: Rory Butler, Michael Caglia, Celisa Counterman, Waleed Farag, Maureen Farley, Becky Hays, Melissa Langer, Sherri Mack, Guy Patra, Christie Sever, Lydia Taylor, Courtney Tilton, Jake Williams, Barb Zaborowski.

Meeting Information

1. Motion to approve the minutes from the November 16, 2023 meeting was made by Becky Hays and seconded by Courtney Tilton and Celisa Counterman. The motion was approved unanimously.
2. As discussed at the previous meeting, the PI and PM are working with representatives from POGIL to offer faculty development workshops in the spring which will cover the basics of the POGIL instructional method. Partners were asked to volunteer as potential hosts for the workshops, with one event held for West PA partners, and another for East PA partners.
    a. MCCC, NCC, and PHCC volunteered as hosts.
    b. Volunteers were asked to work with other local partners to determine dates and to share these dates with the PM as soon as possible.
3. To help reach the project objective of increasing transfers to four-year institutions, IUP will be offering scholarships for PC4A partner students who transfer into IUP's Computer Science degree program. Additional details about the scholarship program will be shared with partners as soon as they are available.
4. The PI worked diligently with representatives from the DoD Cyber Scholarship Program (CySP) to allow PC4A partner students to apply for the scholarship if they enroll in IUP's Computer Science program. The CySP includes about $50,000 in benefits, and full details including the application link can be found on the CySP website. Applications are due by February 1, 2024.
5. The LO will be purchasing virtual lab vouchers to be distributed in the spring 2023 semester, and partners were asked to send the total number of each voucher they would like to receive by EOB **Monday, December 4, 2023**. Partners who are requesting TestOut vouchers should complete the "TestOut Voucher Request Form" which was sent to all partners previously.
6. The Soft Skills Tutoring Service has not yet been used by any partner students. Partners were asked to vote if the service should continue to be offered in future semesters. Partners unanimously voted to discontinue the service, due to difficulty with encouraging students to use the service and the potential overlap between the service and already available tutoring options at partner campuses. The Soft Skills Video Series will still be available if partner faculty would like to include any of the content in their courses.
7. To better track progress and highlight partner accomplishments, and new quarterly report template was designed that requests updates on all activities that were reported during bi-weekly meetings and progress toward goals described in the annual report.
    a. Completed quarterly reports are due to the PM by **EOB January 19, 2023**.
    b. Partners were asked to please include any flyers, social media posts, event photos, etc.
8. The next meeting will be the last bi-weekly meeting during the fall 2024 semester. Partners will be contacted soon to share their availability for the spring 2024 semester.
9. All submitted additional fund requests have been sent to the RI for approval, and partners will be provided updates soon.
10. Partners provided the following updates:

a. **NCC**: Computer Information Systems Associate and Specialized degree programs are being removed from the college catalog. Meetings with internship representatives are being held to streamline processes. Dr. Counterman is pursuing a Data Science certification, and another faculty is working toward a CompTIA Linux+ certification. Four internships are ongoing with two interns placed at Tobyhanna Army Depot. Interns are required to complete a reflective essay, which will be shared once available. Six internships are expected in the spring, with additional internship expected at Tobyhanna.
b. **PHCC**: The rollout for the Institute for Cybersecurity was attended by businesses, high schools, guidance counselors, and superintendents, and was well received by participants. PHCC is currently working with interested schools to put together a cybersecurity certificate, which will be tied to industry certifications. Additional activities are being planned to keep sophomore students engaged during the spring semester. A certification prep workshop is planned for the winter break.
c. **MCCC**: The job posting for the now vacant Grant Manager position will be public soon. Representatives from Alvernia University visited campus to sit in on classes and meet with students, as a special scholarship has been established for students who transfer. An A+ workshop will be starting in the next few weeks, and meetings have been held with the Workforce Division to make sure courses align with certificates. The Codebreakers Workshop will also be held again this winter.
d. **WCCC**: All submitted program changes have been approved, including new Cloud+ and PenTest+ courses. Students are currently being enrolled in the A+ bootcamp which will be held in December with 15 expected participants.
e. **BC3**: The winter Network+ bootcamp will be held during the winter break, and is available to students who do well on their final exam. Two internships are ongoing in the IT department, with possible additional internships to be added in the spring. Scholarship applications will open in January, with new requirements and expectations for students. A news release will be published in the next week sharing project progress.
f. **BUCKS**: Bootcamp sessions will be offered in December. Transfer information has been collected for 41 schools that have related cybersecurity programs and current articulation agreements with Bucks. Each school will be contacted to set up MOU's, and a meeting with Thomas Edison University was recently held to increase the number of accepted credits, which is currently at 57. Course updates to switch from Java to Python are currently being considered, and meetings with admissions, veterans services and other departments are ongoing to identify and schedule opportunities to promote the project.

11. The next meeting will be held on Thursday, December 14, 2023, at 3:00 p.m. EST.
12. With no further business, the meeting concluded at 4:00 p.m.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting
November 16, 2023 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from November 2, 2023, meeting.

Announcements/Updates

1. Year 2 Requests for Additional Funds
   a. All additional fund requests **were due November 15, 2023**. Partners who have not submitted the request are asked **to do so as soon as possible.**
   b. If requests are approved, the RI will send a "Subaward Amendment" that will need to be signed by your institution.
   c. After the amendment is executed, partners will be sent a new Y2 Invoice Template that should be used throughout the remainder of the year.
2. AY 2022-2023 Data
   a. Updated Project Data Spreadsheets were due **November 15, 2023**. Partners who have not submitted the spreadsheet are asked **to do so as soon as possible**. Analysis of this data will be included in our January 2024 report.
3. AY 2023-2024 Data
   a. Partners are to be aware that data for AY 2023-2024 (Y2 of the project) will be due in early September 2024 for inclusion in the Y2 Annual Report. Partners are reminded that data in all categories included in the Project Data Spreadsheets must be tracked, and partners are to contact the PI and PM if they have any questions or need assistance collecting this information.
4. Budget Spending Progress
   a. All partners except one (due to staffing changes), submitted their invoices on time (**thank you!**).

Partner	Y2 Budget Spent
BC3	8%
MCCC	8%
NCC	4%
PHCC	17%
WCCC	0.4%

5. Virtual Lab Voucher Selection
   a. All partners are asked to provide their choice of Virtual Lab Vouchers that will be provided by the LO.
6. Quarterly Report Templates
   a. Quarterly Report Templates will be sent to all partners by the end of November and will be due by January 19, 2024.
7. POGIL Faculty Development Workshops
   a. Funded by multiple federal grants, POGIL (Process Oriented Guided Inquiry Learning) is a student-centered instructional approach where students work in teams to learn together, and Instructors serve as facilitators.
   b. 58 classroom activities already developed for Computer Science, available online.
   c. Partners are asked to provide feedback on possible development workshops focused on training faculty on how to implement POGIL in their classrooms.
8. Partner Updates

Minutes of the PC4A Biweekly Meeting
Held virtually on November 16, 2023 at 3:00 PM

Members Present: Rory Butler, Jamie Bretz, Michael Caglia, Waleed Farag, Maureen Farley, Becky Hays, Melissa Langer, Sherri Mack, Guy Patra, Erica Reighard, Lydia Taylor, Courtney Tilton, and Barb Zaborowski.

Meeting Information

1. Motion to approve the minutes from the November 2, 2023 meeting was made by Michael Caglia and seconded by Erica Reighard and Guy Patra. The motion was approved unanimously.
2. All partners with executed subawards have submitted requests for additional Y2 funds. The PI and IUP RI are currently reviewing these requests, and decisions will be shared with partners soon. Once approved, an authorized signatory at each institution will be required to sign a "subaward amendment" and a new invoice template will be shared for use moving forward.
3. Partners were reminded to submit all requested data as soon as possible if not already submitted.
4. Partners will be asked to provide AY 2023-2024 data in early September 2024. Data in all categories must be collected throughout the project, and partners should contact the PI and PM with any concerns about collecting the requested information.
5. Spending progress was shared with all attendees, and partners were encouraged to continue spending in accordance with individual and project objectives.
    a. Current spending for the LO will be included in future reports.
6. Partners were asked to share their chosen platform for virtual lab vouchers which will be provided by the LO:
    a. Bucks, BC3, MCCC: TestOut
    b. PHCC: Cengage
    c. WCCC and NCC: Will provide choice soon
        i. Partners requested permission to purchase vouchers at the institutional level and then be reimbursed by the IUP RI. The RI will be contacted and a decision will be shared with partners at the next meeting.
7. New quarterly report templates will be shared with partners soon, and completed reports will be due January 19, 2024.
8. The PI and PM met with a representative from POGIL, a federally funded instructional approach focused on student collaboration. The PI is considering offering face-to-face faculty development workshops which will train faculty to implement POGIL in their classrooms. More details will be shared soon.
9. Partners provided the following updates:
    a. **WCCC**: An A+ bootcamp is scheduled for December 11 and 13, 2023, and plans are currently underway to establish a Pearson Vue testing center at the WCCC Youngwood campus. The spring 2024 internship position will be posted soon. An additional bootcamp for Network+ or Security+ may be scheduled soon as well. One WCCC student applied for the IUP Chinese Language Immersion Program.
    b. **NCC**: A Student Success Specialist has been hired and has begun employment. Five vouchers for CompTIA exams have been distributed, and one student has already passed their certification. Four internships are currently ongoing. Six internships are planned for the spring 2024 semester. Students have been selected for scholarships, which will be awarded in the spring, and meetings with the marketing department are planned to discuss promotional activities.
    c. **PHCC**: Co-PI Leisa Zuccolotto participated in an open house earlier this month, and held a certification prep bootcamp on November 10, 2023 with between eight and 10 participants. A

rollout of the Institute for Cybersecurity will take place on Friday, November 17, 2023, which will include a presentation on the PC4A project, PHCC's grant related activities, and benefits available to students enrolled in targeted programs.

d. **BUCKS**: Project staff are currently working on compiling the requested information for Y2. A comprehensive list of current transfer agreements has been created, and Co-PI Rory Butler has a meeting with Thomas Edison State University to attempt to establish a 3+1 agreement and possible seamless transfer. Curriculum changes are underway, which should be rolled out in the spring 2024 semester, and updates to the program should be in place by the end of the spring semester. Faculty and staff are involved in open-houses and conferences, and the Marketing Department has created a plan for digital marketing.
e. **MCCC**: The CCNA review workshop began November 11, 2023 with 13 participants. Dates and times for A+ workshop have been set, and registration is currently open. A high school counselor breakfast was recently held and PC4A information was shared with participants. Additional transfer agreements are currently being pursued. MCCC Grant Manager Sue Testani has resigned, and a transition plan will be shared with partners soon.
f. **BC3**: 10 scholarships were awarded to students, and an additional 10 will be awarded in spring 2024. A new marketing campaign will be launched soon, which will include promotion of the scholarship program and previous awardees. More articulation agreements are being pursued with Slippery Rock University. A summer kids camp is currently being planned, and additional information will be shared soon. A Network+ workshop will be offered in December and Security+ will be offered in the spring, with an additional A+ workshop also being planned.

10. Partners were reminded to begin/continue activities focused on establishing transfer agreements to reach objective #2 of the project: Increase transfers to 4-Y institutions.
11. The next meeting will be held on Thursday, November 30, 2023, at 3:00 p.m. EST.
12. With no further business, the meeting concluded at 4:00 p.m.

Action Items

Item	**Person Responsible**
Check with RI regarding reimbursement for virtual lab vouchers	Lydia Taylor

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting
November 2, 2023 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from October 12, 2023, meeting.

Announcements/Updates

1. Year 2 Requests for Additional Funds
   a. Additional fund requests are **due no later than November 15, 2023.**
2. AY 2022-2023 Data
   a. All requested data included on the data template provided to partners are **due no later than November 15, 2023.**
3. Invoice reminders
   a. October 2023 invoices are due by **next Friday, November 10, 2023.**
4. Status of Soft Skills Tutoring Service Use
   a. No appointments made for online or e-tutoring
   b. Soft Skills video views will be provided to partners soon
5. Hands-on Labs provided by LO
   a. Partners are asked to provide their chosen platform to distribution in the Spring and Summer semesters.
6. DoD SMART Scholarship
   a. Perfect for students who will be transferring to a 4Y school.
   b. Benefits include:
      i. Full tuition
      ii. Stipend of $30,000-$46,000 depending on degree level
      iii. 8-12 week summer internship
      iv. Employment at a DoD facility upon graduation
      v. Much more!
   c. **Deadline to apply is December 1, 2023** (applications open August 1 – December 1 yearly)
   d. Average of 500 scholarships awarded each year.
7. NCAE-C K-12 Transfer Agreement Development Workshop
   a. Meeting recording is available on YouTube, and the CTA Development Worksheet is attached to this agenda.
   b. Any CAE school is eligible to apply for a $1,000 stipend for developing new K-12 Cybersecurity Credit Transfer Agreements. Deadline to apply is November 10, 2023 (the CTA does not need to be completed by this date, just started). Email Amber Schuler at arshule@pnw.edu to apply.
8. DoD Involvement in Partner Events
   a. All partners are asked to review their planned activities and inform the PC4A Team if any events are suitable for DoD involvement (for example, community events, workshops, guest speakers, etc.)
9. Progress Review Meeting with Funding Agency on 11/2/2023
   a. An update on the meeting will be provided.

10. Hiring of Marketing Assistant
    a. An IUP Student has been hired as a part-time PC4A marketing assistant to help with our social media campaign.
    b. Partners are asked to share photos, event details, accomplishments, etc. as soon as available to be shared on PC4A social media accounts.
11. IUP Cybersecurity Day
    a. Thank you to all partners who made the trip out for CS Day (BC3, MCCC, PHCC, and WCCC) and thank you to partners who attended virtually (BUCKS, MCCC).
        i. The entire conference was recorded, and a link to the recording will be shared soon.
12. Partner Updates

Minutes of the PC4A Biweekly Meeting
Held virtually on November 2, 2023 at 3:00 PM

Members Present: Michael Caglia, Celisa Counterman, Rory Butler, Waleed Farag, Maureen Farley, Melissa Langer, Sherri Mack, Guy Patra, Erica Reighard, Christie Sever, Lydia Taylor, Susan Testani, and Courtney Tilton.

Meeting Information

1. Motion to approve the minutes from the October 12, 2023 meeting was made by Erica Reighard and seconded by Sue Testani. The motion was approved unanimously.
2. Partners were reminded that all requests for additional funds and all AY 2022-2023 data are due no later than November 15, 2023.
3. Partners were reminded that invoices are due on November 10, 2023.
4. Partners were asked to provide an update on the use of the soft skills tutoring services, as the importance of soft skills was mentioned during the yearly meeting with the funding agency and all RC3 awardees:
    a. **NCC**: The information has been shared with students and faculty, but the PC4A Soft Skills service is also in competition with in-house tutoring center.
    b. **MCCC:** Information is being compiled into a Canvas shell and will be shared with students near the end of their education for a bigger impact.
    c. **BC3, PHCC and BUCKS:** Will look into adding use of the service to internship courses.
    d. **WCCC:** Information has been shared with faculty and students.
5. Partners are asked to begin thinking about what type of virtual lab licenses they would like to offer in the Spring 2024 semester, as the LO will be purchasing licenses soon.

1. Partners were given information about the DoD SMART Scholarship, (benefits below), which is an excellent opportunity for students who are considering transferring from community college to a four-year institution.
    a. Full tuition
    b. Stipend of $30,000-$46,000 depending on degree level
    c. 8-12 week summer internship
    d. Employment at a DoD facility upon graduation
    e. **Deadline to apply is December 1, 2023.**
6. A transfer agreement development workshop was recently offered to assist CAE-C designated schools with the processes for creating new transfer agreements with K-12 institutions. The full meeting is available on YouTube. $1,000 stipends are being offered for new K-12 Credit Transfer agreements, available to CAE-C schools only. Partners should email Amber Shuler at arshule@pnw.edu if interested.
7. Dr. Farag advised partners who are considering obtaining CAE designation are encouraged to begin the process sooner rather than later, as regulations are about to change which might make designation more difficult to obtain.
8. The funding agency is very interested in attending partner events, when possible. Partners were asked to review their planned activities and events, and consider inviting funding agency representatives by emailing event details to the PI or PM.
9. The PI gave a presentation to the funding agency and all RC3 awardees on November 2 on project progress, and more details will be shared at a later meeting.
10. A marketing assistant has been hired and will be assisting with social media tasks over the coming months.
11. Partners provided the following updates:

a. **BC3:** Scholarships were issued to students for the fall semester, with more scholarships to be issued in the spring. A Network+ bootcamp will be offered over the winter break.
b. **WCCC:** Meetings with departments deans were held to introduce new curriculum, all of which went well. Additional meetings will be held during the next month to officially move forward with the changes that will hopefully be included in the Fall 2024 Catalog. A winter bootcamp for A+ is currently being planned, and changes to the in-house internship are underway. The intern will hopefully begin at the start of the spring semester.
c. **MCCC:** Another open house was held at the Blue Bell campus with almost 350 total attendees and 40 visitors at the Computer Information Systems table, many of whom were dual enrollment students. CCNA and A+ review sessions will begin in the next month and will include dual enrollment students. Representatives from Penn State Abington and Alvernia visited campus, and conversations were started to develop additional articulation agreements.
d. **BUCKS:** A Capstone course for Cyber was just approved by the college-wide curriculum committee. Conversations are ongoing for additional transfer agreements, and steps for applying for CAE designation are almost completed, bodies of knowledge are currently under review. Dr. Wild and Dr. Delahanty are working on program outreach.
e. **PHCC:** Students and faculty attended BSides and IUP CS Day, and PHCC will be hosting the BSides event in 2024. An event with high schools, businesses, and DoD contractors will be held on November 17, to discuss cybersecurity certificates and internship opportunities.
f. **NCC:** Some curriculum changes that were discussed at previous meetings were unfortunately denied, due to the removal of a general education elective. An offer has been made to the full-time student support specialist and he should be starting soon. Lunch and Learn ideas are in progress. One student has taken a certification exam, with multiple students interested in more exams later in the semester. An open house was held on October 28, where internships were discussed.

12. The next meeting will be held on Thursday, November 2, 2023, at 3:00 p.m. EST.
13. With no further business, the meeting concluded at 4:00 p.m.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting
October 12, 2023 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from September 28, 2023, meeting.

Announcements/Updates

1. Year 2 Requests for Additional Funds
   a. See attached procedure.
   b. Additional fund requests are **due no later than November 15, 2023.**
2. Invoice Reminders
   a. The provided Excel Invoice Template must be signed and submitted, along with all documentation in one PDF.
   b. Alterations to the Excel Invoice Template (with the exception of data input) will cause the template to work incorrectly. Partners are asked not to make any changes to the template.
   c. When submitting documentation, please combine all pages into one PDF, remove any information that is not pertinent to your invoice, and highlight associated charges. Doing so will allow for a faster approval process.
3. For the first time, all September invoices were submitted by the Oct 10th deadline. **Thank you** to all partners for their commitment to submitting invoices on time, and all are asked to please continue meeting the deadline moving forward. Below is a table showing the percentage of each partner's budget spent in the first month of Y2:

Partner	Y2 Budget Spent
BC3	1.7%
MCCC	3.6%
NCC	2.0%
PHCC	14.7%
WCCC	0.4%

4. PC4A Marketing Documents
   a. A project related brochure, flyer, banner, and newsletter have been designed for distribution at upcoming events. Partners are encouraged to review the documents and provide feedback.
   b. If partners are interested in obtaining physical copies of any of the previously mentioned documents, please contact the PM for high-quality files for printing.
5. Reminders for Upcoming Events (all Western PA Partners are asked to send at least one faculty and a group of students to the IUP Cybersecurity Day and are encouraged to do the same for BSides):
   a. BSides Flood City Cybersecurity Event, Thursday, October 26, 2023
      i. 101 Community College Way, Johnstown, PA 15904
   b. IUP Cybersecurity Day, Tuesday, October 31, 2023
      i. 319 Pratt Drive, Indiana, PA 15705
6. Start Engineering Publications for MS and HS Students

a. Engineering Career Guide – digital magazine that includes:
    i. Fields of engineering, where and what to study, salary info, and much more.
b. Bio-technology Career Guide – coming December 2023.

7. Bi-weekly Meeting Schedule Adjustment
    a. The meeting scheduled for October 26, 2023 is being delayed to November 2, 2023. All subsequent meetings will be adjusted by one week, and the meeting calendar will be updated accordingly.
8. Partner Updates

PC4A Additional Funds Request Procedure

The PC4A PI is permitting partners to submit requests for additional Y2 funds. If approved, your institution will be required to sign a revised subaward, and an updated Y2 Invoice Template will be provided.

Please note: The PI and IUP Research Institute may approve all, some, or none of your requests for additional funds. Please follow the instructions below:

Details:

- Requests for additional Y2 funds may not exceed the amount left over from your Y1 budget.
- Funds must be requested and used under the same budget line item approved for Y1, unless the request is to move the amount (in full or in part) to "Participant Support."
- The submitted request must include a detailed timeline of when the requested funds will be spent. This timeline cannot exceed three months from the date of request approval.

Instructions:

1. Complete an "Additional Funds Request Form" for each purchase/expense.
2. Combine all request forms into one PDF.
    a. If a quote has been obtained for a requested purchase, please include the quote with the request forms.
3. Email one PDF file to ltaylor@iup.edu.

PC4A Additional Funds Request Form

Please complete this form (one per additional budget line item) to request funds to be added to your Y2 budget.

Budget Category:

Item:

Cost Per Item:

Quantity:

Total Amount Requested for this Purchase:

Estimated Date of Purchase:

Please provide a detailed description of your requested purchase:

Please provide a detailed justification explaining how this purchase aligns with your goals and the project's overall objectives:

Minutes of the PC4A Biweekly Meeting
Held virtually on October 12, 2023 at 3:00 PM

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

Meeting Information

1. Motion to approve the minutes from the September 28, 2023 meeting was made by Erica Reighard and seconded by Sue Testani. The motion was approved unanimously.
2. Partners were given an overview of the new process for requesting additional funds in Year 2:
    a. The "Additional Funds Request Form" must be submitted for each item/purchase.
    b. The requested funds must be included under the same budget line item as approved in Year 1, unless the request is to move the funds into "Participant Support."
    c. The request must include a detailed timeline of when the requested funds will be spent, and this timeline can't exceed three months from the date of the request approval.
    d. All request forms should be combined into one PDF, and any obtained quotes should be included.
3. Partners were asked to follow the procedures below when submitting invoices:
    a. The provided excel template should be signed, not the PDF version.
    b. No changes can be made to the excel template as this will cause the formulas to not work correctly.
    c. Documentation provided should include only information related to the invoice, all other data/pages should be removed, and highlights should be added to make reviewing each invoice easier and more efficient.
4. For the first time, all partners submitted their invoices by the 10th deadline. The PC4A Team is very appreciative of partner efforts to meet this deadline and encourages all partners to continue doing so in the future.
5. Based on the submitted invoices, a summary of the percentage currently spent for each partner was provided, (see table below). Partners were reminded that it is vital that all budgets are spent by the end of the second year, and each should have a spending goal each month, where possible.

Partner	Y2 Budget Spent
BC3	1.7%
MCCC	3.6%
NCC	2.0%
PHCC	14.7%
WCCC	0.4%

6. MCCC asked partners for feedback on relevant certifications, courses, etc. that would allow faculty to be prepared to teach a Windows Server course in the spring:
    a. Rory Butler suggested CompTIA.
    b. Charles Marchione suggested TestOut.
    c. Michael Caglia suggested MindTap through Cengage.

7. PC4A promotional materials have been created (flyer, brochure, banner, Y1 Newsletter, and Y1 Accomplishments flyer). Partners are asked to review the documents for accuracy and errors and provide feedback to the PM by no later than 12:00PM on Friday, October 13, 2023.
8. Reminders for the following events were provided:
    a. BSides Flood City, October 26, 2023 at Penn Highlands Community College.
    b. IUP Cybersecurity Day on October 31, 2023, and IUP Main Campus.
        i. Streaming may be provided for East PA partners, and information will be shared as soon as possible.
9. The Start Engineering publication was shared with all partners, as this might be a very good resource for K-12 outreach.
10. The next bi-weekly meeting will be moved to Thursday, November 2, 2023 and all subsequent meetings will be adjusted by one week for the remainder of the fall semester. A new calendar invite will be shared with partners soon.
11. Partners provided the following updates:
    a. **PHCC:** An event for high school outreach is scheduled for November 17, 2023. Greg and Leisa are still currently working on curriculum changes that will be presented at the upcoming senate meeting, and cyber game offerings are currently under review. A Network+ workshop will be offered on November 10, 2023.
    b. **WCCC**: Faculty and students are planning to attend both BSides and the IUP Cybersecurity Day. Two advisory committee meetings are scheduled with Mon Valley CTC and Connellsville CTC.
    c. **NCC**: Last interview for the full-time position is schedule for Friday, and two students have been registered for the CompTIA exams, with 10 more expected. Open houses are scheduled for Saturday, October 21, 2023 and Saturday October 28, 2023, and information on the project will be provided. The laptop loaner program has been launched, and two computers are currently out on loan. A meeting is being planned with the three NCC High School Liaisons to help with K-12 outreach. Meetings have been held to offer a STEM challenge that covers 14 school districts in April 2024. Three internships are running, with two at TobyHanna Army Depot.
    d. **BUCKS**: Currently in the process of preparing Y2 documents. Plans are scheduled for connecting with high school students, including the upcoming Future Ready Conference. A Python mini bootcamp is also being planned. A diversity and inclusion faculty development workshop is being planned for STEM faculty, which may be offered to all PC4A partner faculty. One student who attended the Network+ bootcamp is planning to test in December, and other participants are being contacted to encourage exam completion.
    e. **BC3**: Faculty and students will be attending IUP Cybersecurity Day.
    f. **MCCC**: Three intern positions have been approved and posted. Work with coordinators has begun to create more intern positions and possibly hire students as tutors in the tutoring center, particularly in coding courses. Open houses start this week, and PC4A will be represented at both. New handouts have been created for programs. Meetings with veteran students are being planned to determine how PC4A can support their education. Plans are underway to possibly send a representative to IUP CS Day. CCNA and A+ review sessions are being planned and will be held at the end of the year.
12. Rory Butler asked for clarification for faculty being hired as tutors/coaches:
    a. Justification needs to be provided in the Scope of Work, and funds should be included in the budget.
13. The next meeting will be held on Thursday, November 2, 2023, at 3:00 p.m. EST.
14. With no further business, the meeting concluded at 3:54 p.m.

Action Items:

Action	Person Responsible
Send CS Day Travel Guide to MCCC	Lydia Taylor
Send PC4A promotional materials to partners for review/distribution.	Lydia Taylor
Send new PC4A Bi-weekly meeting calendar invite	Lydia Taylor

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A Biweekly Meeting
September 28, 2023 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from September 14, 2023, meeting.
2. Update on Action Items:

Item	Status
Submit final invoices and Y1 Annual Reports	Complete

Announcements/Updates

1. Y1 Overview
   a. Accomplishments
      i. See attached Y1 Accomplishments Document.
   b. Spending
      i. Overall, about 68% of the Y1 project budget was spent.
      ii. Combined, partners spent 92% of the "Participant Support" budget.
      iii. Budgets with the lowest spending percentage were "Personnel" and "Travel."
         1. Multiple events are being held in October that are excellent opportunities for students. See below for details.
2. PC4A Progress Report Meeting
   a. The PI will be presenting the results of activities in Y1 to the funding agency on November 2, 2023. Partners are welcome to attend the meeting, more details will be shared once available.
3. Y1 Data Collection
   a. Partners are to submit the updated "PC4A Project Data" excel file to the PM with data from AY 2022-2023 (and all previously requested data) by **November 15, 2023.**
   b. We will be sending an updated project data template based on recommendations received from the Data Evaluation Team. This template will be available soon.
      i. Partners are reminded that data in all categories included on the provided data template must be tracked in Y2.
4. IUP 16th Annual Cybersecurity Day
   a. DoD STEM Director, Louie Lopez, and his assistant, Gail Webster, will be presenting at the upcoming Cybersecurity Day on October 31, 2023 in Indiana, PA. All local partners are asked to ensure one Co-PI/key faculty along with students will attend this event. A brochure, event schedule, and flyer will be distributed soon.
   b. We are exploring the possibility that CS Day may be streamed live to East PA partners. More details will be shared as soon as possible.
5. BSides Flood City Information Security Event
   a. West PA partners are encouraged to attend the upcoming Info Security event which will be held on October 26, 2023 in Johnstown, PA. Students are being offered a 50% discount and should use the code "fc_student2023" without quotations. Visit the event website to register.
6. Microsoft Co-Pilot Webinar
   a. All Lines Technology is offering a free webinar on October 25, 2023 to introduce Microsoft's new AI driven Copilot, which is being advertised as a more secure alternative to ChatGPT. To register, visit the event website.
7. Partner Updates

PC4A
PA Community College
Consortium Cooperative Agreement

YEAR 1 ACHIEVEMENTS
(September 2022 - August 2023)

54 Scholarships Awarded

461 Virtual Lab/Textbook Vouchers Distributed

20 Paid Internships Offered

9 Certification Prep Workshops Held

56 Certification Exam Vouchers Awarded

15 Certifications Earned by Students

5 Faculty Development Workshops Offered

25 STEM Faculty Trained in Cybersecurity Topics

5 Certifications/recertifications Earned by Faculty

50+ Collaborations with Government, Academic, and Private Institutions.

23 Biweekly Meetings Held with CC Partners.

42 Notable Events Attended or Held

80+ Posts on Social Media

2 Summer Camps Offered

9 STEM Programs Updated

700 Hours of Tutoring Offered

Minutes of the PC4A Biweekly Meeting

Held virtually on September 28, 2023 at 3:00 PM

Members Present: Jamie Bretz, Celisa Counterman, Waleed Farag, Maureen Farley, Sherri Mack, Charles Marchione, Guy Patra, Erica Reighard, Christie Sever, Lydia Taylor, Susan Testani, Courtney Tilton.

Meeting Information

1. Motion to approve the minutes from the September 14, 2023 meeting was made by Erica Reighard and seconded by Celisa Counterman. The motion was approved unanimously.
2. Partners were provided with an overview of all Y1 Accomplishments. A copy is included at the end of this document.
3. Only 68% of the Y1 budget was spent. This is a serious concern. All partners are expected to make every effort to spend funds in accordance with their budget and Scope of Work. All partners except Bucks received their Y2 subaward within two weeks of the start of Y2, and should be able to begin spending funds immediately.
4. On a positive note, 92% of the overall budget for "Participant Support" was spent. Partners are encouraged to continue with activities directly in support of students.
5. The PI will be presenting PC4A Y1 activities to the funding agency in early November 2023. Partners will be updated on the status of this meeting if it is delayed due to a government shutdown.
6. Partners are asked to provide all Y1 Data by no later than November 15, 2023 using the previously provided "PC4A Project Data" excel file.
    a. After discussions with the Applied Research Lab, a new template will be provided that reflects ARL team recommendations.
    b. Partners should not wait to begin to collect data, as many experienced delays at the start of the project.
7. The 16th Annual IUP Cybersecurity Day will be held on October 31, 2023. The event will be attended by representatives from the funding agency, and all Western PA Partners are kindly asked to send at least one faculty and a few students to attend. If partners do not have travel funds in their budget, please reach out to the PI or PM to discuss options for travel through the LO budget.
    a. We are exploring the possibility of streaming the event online, and more information will be shared with partners as they become available.
8. The BSides Flood City Cybersecurity Event is sponsored by PC4A and will be held on October 26, 2023. The event will now be held at PHCC, and all Western PA Partners are encouraged to send faculty and students.
    a. For Eastern PA Partners – Bsides will be holding an event in Philadelphia on December 8, 2023.
9. All Lines Technology is hosting a webinar on Microsoft Copilot which will be held on October 25, 2023. Partners are encouraged to share the information with students and faculty.
10. Partners provided the following updates:
    a. **WCCC**: Faculty and students will be attending both IUP CS Day and BSides. A new Pen Testing course is being developed, and trips for students are being planned. A possible bootcamp may be held over winter break for CompTIA A+.
    b. **PHCC**: Curriculum changes are currently underway and are being submitted through the approval process. PHCC will be hosting the BSides event, and travel is being planned for students and faculty to attend the IUP CS Day. A Security+ workshop is being held on September

29, 2023, and a Network+ workshop is scheduled for November 10, 2023. A student club is currently being formed and students will hopefully participate in a few cyber games.

c. **MCCC**: The Merck Day at Montco was held on September 27, 2023 with Merck employees, the MCCC Project Manager attended and shared information on the project. The relationship with Merck is expanding, and representatives will be returning to campus in November and hosting the "Merck Challenge" for engineering, computer science, and biotechnology students that will focus on robotics. A seminar or class in Wireshark is currently in development, and a possible smaller version of Cybersecurity Day may be held in Spring. All partners are also invited to attend the Technology and Learning conference held on September 29, 2023. Possible A+ and CCNA workshops are planned for late 2023 or early 2024.
d. **NCC**: The Math Department is making changes to help bring students into Computer Science and Engineering, and curriculum changes should be finished by the end of October. 18 people applied for the Outreach Coordinator position and is expected that the position will be filled soon. Two students will start internships at Tobyhanna Army Depot that will run through December 2023.
e. **BC3**: Plans to continue with the marketing campaign are underway. Co-PI Sherri Mack asked partners how they are accomplishing adding courses to an already full curriculum:
    i. WCCC is replacing old courses with the new and more advanced courses, and MCCC will collaborate with BC3 on how they're implementing new courses.

    Network+ and Security+ bootcamps are planned for December, and A+ and Linux+ may be offered as well.
f. **BUCKS**: Representatives will be attending various open houses through the Fall semester, and a veteran focused open house will be held on November 6, 2023. Additional bootcamps will be offered soon.

11. The next meeting will be held on Thursday, October 12, 2023, at 3:00 p.m. EST.
12. With no further business, the meeting concluded at 3:58 p.m.

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag

PC4A
PA Community College
Consortium Cooperative Agreement

YEAR 1 ACHIEVEMENTS
(September 2022 - August 2023)

54 Scholarships Awarded

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50+ Collaborations with Government, Academic, and Private Institutions.

23 Biweekly Meetings Held with CC Partners.

42 Notable Events Attended or Held

80+ Posts on Social Media

2 Summer Camps Offered

9 STEM Programs Updated

700 Hours of Tutoring Offered

PC4A Biweekly Meeting
September 14, 2023 at 3:00 PM
Agenda

Previous Meeting Actions

1. Approval of minutes from August 31, 2023, meeting.
2. Update on Action Items:

Item	Status
Send Soft Skills flyer and schedule to partners.	Complete

Announcements/Updates

1. Annual Report
   a. Annual Reports are due no later than 5:00 PM on Friday, September 15, 2023.
   b. Partners are to submit completed reports (using the template provided) to the PM as soon as possible.
   c. After review of submitted reports, partners may be asked for additional information and should answer any questions/requests as soon as possible.
2. Final Year 1 Invoices
   a. Partners are asked to report if their most recently submitted invoice is final or if there are additional expenses to be included.
3. Subawards
   a. Almost all partners have an executed subaward. Partners are asked to please work with their administration to sign and return any unexecuted subawards as soon as possible.
4. Soft Skills Tutoring and Video Series
   a. All partners have been sent the schedule and flyer for the soft skills tutoring sessions, and links for the soft skills video series. Partners are encouraged to share this information with students and ask faculty to require use of the services in their courses.
5. New Y2 Invoice Requirements
   a. All backup documentation should be submitted in one PDF.
   b. Backup documentation should be organized in the same order as the charges appearing on your invoice.
   c. If possible, reports from institutional systems (payroll, accounting, etc.) should only show PC4A related charges.
   d. Amounts included on backup documentation should match the amounts on the invoice exactly.
6. Year 2 Reminders
   a. All partners must use the provided Invoice Template when submitting invoices. Invoices are due by the 10th of each month, and partners should expect a 60-day return for reimbursements.
   b. All data listed in the provided Project Data Template must be tracked by all partners starting in Y2. If your institution does not have a mechanism for tracking this data, Co-PI's must develop and deploy a mechanism on their own. If surveys are used, partners are asked to submit the surveys to the PI for approval prior to deployment.
   c. Once Y1 report is submitted and Y1 invoices have been processed and approved, the PI will discuss with the funding agency the performance of the consortium and the feasibility of roll-over as well as other budgetary options.
7. BSides Flood City Information Security Event
   a. Bsides Flood City is hosting an event in Johnstown, PA on October 26, 2023.

b. PC4A is sponsoring the event and will have a booth with marketing materials. All partners and their students/faculty can attend the event at a 50% discount ($10 per person). Visit the event website for more information.

8. IUP Cybersecurity Day
   a. IUP Cybersecurity Day will be held on Tuesday, October 31, 2023. Partners are encouraged to attend the event and to bring their students. More details on the event will be posted on the Cybersecurity Day website at https://www.iup.edu/cybersecurity/activities/cyber-security-day/index.html
9. Partner Updates

Minutes of the PC4A Biweekly Meeting

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

Members Present: Jamie Bretz, Rory Butler, Celisa Counterman, Waleed Farag, Maureen Farley, Les Graves, Melissa Langer, Kaitlin Love, Charles Marchione, Guy Patra, Erica Reighard, Christie Sever, Megan Sheesley, Lydia Taylor, Susan Testani, Courtney Tilton.

Meeting Information

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

b. **MCCC**: Grand opening of the new Computer Science building occurred today. Sue Testani represented PC4A at the event. A new instructor has been identified for A+ certification workshops which will potentially be held in December. A connection with Merck has been made and staff will begin working with them to offer employment opportunities to students. A veteran focused job fair is in the planning phase, and PC4A will be represented at all job fairs held this year. The new internship position should open soon, with two more additional internships planned for Y2.
c. **WCCC**: Mike Caglia is currently attending CEH training with Infosec. Catalog updates are underway, eliminating classes and programs that are outdated, and updating courses and adding new ones. The Cyber Tech Club had their first meeting and will be working on offering student events. Students will be attending CS Day at IUP. An open house will be held in September, and PC4A will be represented. Talks are currently underway for a CompTIA A+ bootcamp to potentially be held over winter break.
d. **PHCC**: Soft skills information was shared with students and faculty. Dates for certifications workshops, the cybersecurity community event, and the summer HS workshop have been set. Exact dates will be shared once approved. The Advisory Committee Meeting was held in August, which included DoD representation, and new courses have been developed. An intern has been identified for fall 2023.
e. **BC3**: TestOut curriculum was purchased for students, and marketing has continued. Bootcamps are being developed, potentially a CompTIA Network+ bootcamp will be held in winter.
f. **BUCKS**: Curriculum changes are being finalized.

12. The next meeting will be held on Thursday, September 28, 2023, at 3:00 p.m. EST.
13. With no further business, the meeting concluded at 3:50 p.m.

Action Items

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

Respectfully submitted by Lydia Taylor and Dr. Waleed Farag