Meeting Minutes for Western Maryland IT Center of Excellence meeting on

January 18, 2017

1:30- 3:00pm

Present:
Autumn Becker
Jim House, ACM
Kristi Smith, ACM
Stu Czapski, Chamber
Tabitha Barbarito, CEDC
Matt Miller, CEDC
Elizabeth Stahlman, City of Frostburg
David Nedved, Allegany County
Troy Donoway, FSU
Melissa Kaye, ACPS
Joni Reed, Allegany County Library
Beth Thomas, Allegany County
Greg Sites, WMHS
Matt Growden, First United Bank & Trust
Les Broadwater, ATK
Clint Campbell, ATK
Mary Keller, DLLR- EARN Grant Advisor

- Spring 2017 Internships
  -ACM Interns: mid-March- May
  Kristi Smith is handling the placement of interns at ACM. Some changes to the course
  includes the addition of the IT Workplace Essentials curriculum, which will be delivered
  to students online and through one-on-one counseling with Kristi. Kristi currently has 4
  students who need placements- 3 cyber & 1 web development. Employers who have an
  intern interest should contact Kristi as soon as possible- ksmith@allegany.edu

- Mountain Maryland Tech Network
  Autumn introduced the group to the MMTN concept recently developed by herself,
  Hagerstown Community College (Janice Riley), FSU (Joe Hoffman) & Garrett College
  (Mike Tumbarello). At a recent TEDCO Listening Session, they discussed the idea to
  launch a regional tech network supporting tech companies all across Western MD. The
  network would be for like-minded, innovative people who are interested in growing tech
  startups, developing their own inventions, conducting their own research and
  development or support of the entrepreneurial ecosystem in Western Maryland. Autumn
  asked for the groups input on development. Matt Growden noted he would like to see
  roundtables set up to discuss strategic challenges & solutions among members. He also
  said occasional vendor presentations would be nice. Troy Donoway remarked he liked

the idea and was hopeful it would come to fruition as he has several staff members he would encourage to participate. Autumn said the group hopes to hold a kickoff event in April and will keep the group updated.

- Connections to A Better Future, Tabitha Barbarito
  Tabitha updated the group and invited employers to participate in *Connections for a Better Future,* two upcoming events that will provide youth (grades 8 through 12) a chance to socialize with local businesses and discover volunteer and career development opportunities in Allegany County. The first event will take place at Mountain Ridge High School cafeteria on March 23, 2017 from 3:30-6:00 pm, a second event is tentatively scheduled in the Fort Hill High School gym on March 27, 2017 from 3:30pm to 6:00pm. (Confirmation of this event will follow ASAP)
  The goal of the event is to engage youth in our community, to inform them of opportunities in the region, and to help them identify professional connections. Area businesses and community organizations are invited to participate in the event with interactive displays and information about opportunities within their organizations; including but not limited to prospective career paths, available volunteer and shadowing opportunities, mock interview opportunities and potential internships. Bridges to Opportunity will also facilitate team-building challenges throughout the event. For more information or to participate, please contact Tabitha at tabitha.barbarito@choosecumberland.org or 240-522-6991 (cell).

- Cyber Jobs Training Grant, Mary Keller
  Mary first thanked the partnership for all our work in the EARN program. She then updated the group on Governor Hogan's recently announced Cyber Jobs Training grants. The Hogan administration will make a $3 million investment to provide funding for cyber job training grants, modeled after the EARN workforce training program. These funds must be encumbered by FY2018. After some discussion, it was decided our partnership would submit our next LOI for these funds, with a July 1 start date. This will work nicely for us as our current funding ends on June 30, 2017.

- IT Workplace Essentials Series
  EMPLOYERS: Please mark the following dates on your calendar for the first and last session of the series. Note the new time: 5:00pm- 7:00pm.
  Employer roundtable: March 28, 2017 @ 5pm
  Mock interviews: May 4, 2017 @ 5pm

- EARN MD 2016 Final Report
  DLLR released their year-end report in early January. Our partnership is mentioned throughout the report. Autumn will send the report electronically with the meeting minutes.

- Quarterly Reports
  Autumn distributed the most recent quarterly reports submitted to DLLR on 10/31/16 and 1/15/17. If any partner has questions or needs additional copies, please contact Autumn.

- Western MD STEM Festival
Autumn reminded the group of the Western MD STEM Festival scheduled for May 6, 2017, 10am- 2pm, at FSU's gym. The purpose of the event is to invigorate the interest of youth in Allegany County in science, technology, engineering, & math by producing and presenting the most compelling, exciting, educational, and entertaining STEM activities. Representatives from business/industry are needed to provide hands-on activities in STEM areas for varying age groups. <u>More representation is needed from the computer science and technology areas</u>. Funding support is also needed to purchase t-shirts for participating students as well as supplies for demonstrators. Registration to present is required by February 13, 2017 and questions can be directed to Linda Steele at FSU: lsteele@frostburg.edu

- Current Budget
Autumn shared the current budget with the group- indicating we are almost $18,000 under budget. The group discussed several ways to spend the remaining funds prior to June 30, 2017. Ideas included Incident Response training, which several employers indicated they would be interested in, as well as hosting another Cyber Coffee Chat and coordinating a promotional event in conjunction with P-TECH recruitment. Autumn will follow up with these ideas and notify the group of the project modification decision.

Training Module	Projected Expenditures	Actual Expenditures	OVER/ UNDER	*anticipate spending*	*LEFT TO SPEND*
ACM Intern stipend	2,700.00	300.00	2,400.00	*900.00*	*1,500.00*
FSU Intern stipend	2,100.00	0.00	2,100.00	*0.00*	*2,100.00*
IT WE series	3,872.00	2,582.17	1,289.83	*1,289.83*	*0.00*
Real World Agile Training	15,500.00	15,000.00	500.00	*0.00*	*500.00*
CompTIA Security+	16,814.20	12,417.25	4,396.95	*0.00*	*4,396.95*
HCISPP Training	14,362.00	14,501.10	(139.10)	*0.00*	*-139.10*
CCNA Training	15,000.00	5,623.72	9,376.28	*6,500.00*	*2,876.28*
COBIT 5 Training	9,970.00	9,970.00	0.00	*0.00*	*0.00*
Tech Talk	21,000.00	14,339.84	6,660.16	*0.00*	*6,660.16*
EC Council Fees	500.00	250.00	250.00	*250.00*	*0.00*
Project Management	12,625.00	7,306.87	5,318.13	*5,318.13*	*0.00*

114,443.20

$17,894.29

- Additional funding request- Workforce Training Plan development!
Autumn informed the group she has been working on the narrative aspects of the Letter of Intent. Autumn has been culminating the employer requests from the "training request menus" to begin narrowing down our training plan. Finalization of our project budget will continue in the coming month by working directly with the employer group. After discussion with Mary, it was confirmed our next LOI will be submitted this spring with the intent of a July 1 start date.

- Robotics League
  Melissa Kaye & Joni Reed updated the group on efforts to begin a County wide Lego Robotics League. The biggest challenge is funding, as several Lego kits are needed for each school team. Any partner interested in sponsoring the program should contact Melissa or Joni directly.

- Elizabeth Stahlman provided an update regarding the University-based target industry analysis conducted in Frostburg. The goal of the project was to identify high wage jobs in the area that could inform programming at FSU and ACM. Essentially, the study will investigate if local institutions of higher education are offering degrees in career fields that are in sync with local industry and/or viable industry sectors. The study report out will occur in early February. For more information, reach out to Liz directly.

- Tech at the Gap
  The meeting continued for those who had an interest in discussing Tech at the Gap 2016. Autumn distributed the final budget and the evaluations (contact Autumn if you need a copy) and discussion ensued concerning both. The group began a discussion of 2017 planning and the week of October 16 was targeted for 2017's event. The idea to do a kickoff event the night prior to the conference was discussed. Autumn will check on venue availability with Rocky Gap and call another planning meeting in February.

- NEXT MEETING: April, 2017!