

## Palomar Transfer Students Association Board Meeting



### Palomar Transfer Students Association

Board Meeting Times: Fridays

Start Time: 2:45 PM

End Time: 3:45 PM

Location: [Zoom](#)

Palomar Transfer Students Association President: Kengo Hotta,

Email: [khotta@palomar.edu](mailto:khotta@palomar.edu)

[PalomarTSA@gmail.com](mailto:PalomarTSA@gmail.com)

Website: [TBD](#)

#### Chair:

- President: Kengo Hotta -P

#### Co-Chair:

- Executive VP: Eric Alberts -P

#### Vice Presidents:

- VP of Tech: Vacant (1)
- VP of Events: Vacant (1)
- VP of M&A: Vacant (1)
- VP of D&M: Vacant (1)

#### Executive Associate:

- EA: Matthew Yeh -T @2:59

#### Treasurer:

- Treasurer: Daniel Duran -P

#### Board:

- BM: Vacant

#### ICC Representatives:

- ICC Rep: Eric Alberts
- ICC Rep: Daniel Duran

#### Advisors:

- Brittany Wong -P  
bwong@palomar.edu
- P.J. DeMaris -EA  
pdemaris@palomar.edu
- Benjamin Mudgett -EA  
bmudgett@palomar.edu

**1) Call to Order**

- a) Call to Order @ 2:58
- b) Roll Call
- c) Welcome and Greetings
  - i) Guest: Imm Tongsir
- d) PTSA Chairperson Announcements
  - i) PTSA has been invited to the Transfer Advisory Committee

**2) Approval of Minutes**

- a) Approval of minutes from 4/14/23
  - First: Eric Alberts
  - Second: Matthew Yeh

**3) Oral Communications**

*Maximum 5 minutes each*

- a) N/A

**4) Reports**

*Maximum 5 minutes each*

- a) PTSA College Fair tabling 4/12/23 – Eric Alberts  
Sunburn; saw a lot of people from the past Transfer Lounge. It is good that we are seeing familiar faces now. Popcorn was provided.
- b) Treasurer Report – N/A

**Cont.**

**5) Upcoming Events***Maximum 10 Minutes total*

- a) Transfer Hangout 4/19/23
- b) *Grad Fest\** 4/18, 4/19 10:00 – 14:00
- c) *Transfer College Fare\** 4/19
- d) *SDSU Drop-in Q&A for Incoming Students\*\** 4/20 10:00 – 11:00
- e) *SDSU In-person Workshop for Incoming Students\*\** 4/20 12:00 – 13:00  
MD-104
- f) *SDSU Virtual Workshop\*\** for Incoming Students 4/25 12:00 – 13:00
- g) *Pride Event\** in the Student Union 5/10 10:00 – 13:00
- h) *Transfer Recognition\** 5/12
- i) *Commencement\*\** 5/26

\*PTSA Tabling is recommended

\*\*PTSA Representation is recommended

**6) Discussion Items***Maximum 10 minutes each*

- a) PTSA Website Domain
  - i) <https://www.palomar.edu/students/PTSA>
  - ii) <https://www.palomar.edu/transfercenter/PTSA>

Eric: Transfer Center URL would be easier to edit, and edits can be done faster.

Matthew: It may look better and more cohesive too.

Brittany: It gives more legitimacy to show that you work for the transfer center.

Eric & Kengo: We can use palomar.edu/PTSA as a redirect because it looks short and legit. It is also easier for students to find.

Note: Kengo will go talk to ATRC about the URL

b) When to get the Telescope Article written

Brittany: Contact editor of the telescope to write an article about the club

{<https://www.palomar.edu/telescope/about/current-staff/>}

List of Topics for Article: Club Introduction, Executive members

Interview, Past and Upcoming Events, A Blurb of the Individual

Members, Past Activities to show what activities they can participate in

(Imm), Past Members that Transferred (Imm), Current Members and

Where they want to transfer so people can connect to people of similar

majors/schools (Imm), List of Club Benefits (Kengo)

c) Double Checking on the Resume Workshop – Eric Alberts

Early set up is needed to set up tables to optimize for a large group.

Kengo: Can arrive ~1:00

Brittany: Should tell students to bring their resumes in the next email.

Tell students that there will be time for one-on-one resume critique.

Kengo: We can also include that on the Instagram Story that you can bring your resume for critique and improvement.

Things to add to next email: Bring resume in for improvements, there will be 2 sections to the workshop (the resume presentation & one-on-one time), and there will be a raffle to the bookstore.

Increase the text size of the welcome email!

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In order to advertise on the Palomar College Instagram, we need to email a week in advance.

- 7) What to discuss at the Transfer Advisory Committee – Kengo Hotta
- a) Brittany: The Transfer Advisory Committee is when representatives from a bunch of universities that deal with transfer (e.g., CSUSM, UCSD, private universities and certain majors). This helps guide what initiatives the transfer center takes in the next year.
  - b) Kengo: Since PTSA representatives are able to go, we are able to voice student concerns more directly to the higher ups.
  - c) Brittany: Talk about what the club does and show them what is important to students to transfer. Explain why you started the club.
  - d) Kengo: Not everyone can go to this committee meeting. We should propose a transfer student orientation at the beginning of the Fall Semester mainly targeting the students that came out of HS that came to Community College that are having their first day of school experience so they can get information on how to get out of Palomar. Just give them an idea of the resources on campus, what IGETC is, and how to talk to Counselors/book meetings with them.
  - e) Hew: Introduce ASSIST and Transfer Center Canvas.
  - f) Imm: Also, how to figure out what you should take at your first term at Palomar.
  - g) Brittany: Also add other student services like EOPS and financial aid so that students do not have to go look for it.

**Cont.**

**Ongoing Business***Maximum 5 minutes each*

h) Regarding PTSA Teams – Eric Alberts: Probably wait until next semester to finish because we do not need it right now for project management and communication. The website is top priority so teams can be worked on during the summer.

i) **New Business**

i) Change Welcome Email to make font bigger

ii) Send out an email about the resume event; tell people to bring their resumes

iii) Ask Palomar Instagram if we can advertise the Resume Event on their page

iv) Monday @ 1:00 Eric can go talk about PTSA to a Transfer Center presentation. Register Here:

{<https://www.palomar.edu/skillshops/event/skillshop-transfer-center-services-overview-3/>}

v) Talk to ATRC about Website (Kengo)

8) **Unassigned Business**

a) N/A

9) **Open Positions**

a) Board Positions (10)

Email [khotta@palomar.edu](mailto:khotta@palomar.edu) for official assignment to positions!)

**End** @ 3:52PM