

# Latinx & Hispanic Faculty & Staff Caucus

## Executive Board Meeting Agenda – Fall 2025 (First Meeting)

- Date: August 22, 2025
- Location: Google Meet (<https://meet.google.com/tfu-bikx-mwx>)
- Google Drive: [https://drive.google.com/drive/folders/1gsVP-DT8\\_pOsLxMb3f0qMm1JAt9WRAjG?usp=drive\\_link](https://drive.google.com/drive/folders/1gsVP-DT8_pOsLxMb3f0qMm1JAt9WRAjG?usp=drive_link)
- In attendance: Eva, Carmen, Adriana, Karla, Ysatiz, and Paloma

## Welcome & Introductions

- Opening remarks from President
- Quick round of introductions from new Executive Board members
- Acknowledge transition efforts from summer (thank yous)

## Review of Elections

### Fall 2025–Spring 2026 Results

#### These are the confirmed Elected Officers:

- President: Denis Jacob Machado
- Vice President: Paloma Fernández Sánchez
- Treasurer: Karla Liboreiro
- Administrative Coordinator: Ysatiz M. Piñero
- Scholarship Committee: Carmen Serrata

#### Declined positions (needs to open for voting again):

- Communication Officer: Denis Vargas
- Social Media Coordinator: Susana Cisneros

## Engagement Metrics

- 95 emails on listserv
- 73 opened the email
- 25 voted (34% participation)
- 48 abstained

### Action Items

- Approve plan and timeline for special elections for the two open roles
- Consider strategies to boost voter engagement
- Change the bylaws about quorum and absentee voting

### Spring 2025 Highlights Recap

**New Logo finalized (ampersand added in both phrases).**

#### Promotional Materials:

- Black tablecloth (white logo) + static clings purchased via 4imprint
- Purchases processed by Jodi Kaplan
- Clings distribution plan to members: pending? in progress?

#### Sí Se Puede Scholarship:

- 1 x \$1,000 award and 2 x \$500 awards were successfully granted
- Recognition of reviewers (from email)
- Technical support provided (e.g., anonymization scripts)
- Rubric refinements planned for Fall

### Ongoing Tasks & Summer Carryovers

#### Listserv Management:

- Sent to IT; duplicates removed (currently 95 emails)— Completed.
- Confirm ongoing protocol for additions/removals — Completed.

#### Email Communications:

- Was the “voting closed” email sent? — Yes.
- Status of special election announcements? — Completed.

#### Lunch Meetups:

- Daniela offered to organize another lunch — Denis will reach out.

## Policy & Governance Items

### Constitution & Bylaws Revisions:

- Add new roles: Social Media Coordinator, Scholarship Committee Chair, Past President
- Update voting procedures:
  - Voting via Google Forms, announced via website + listserv
  - Default abstention = non-response
  - Clarify how ties are handled (e.g., second round)
- Action: Form a working group or timeline for revision

### Fund Request Protocols:

- Create or clarify how members can request funds
- Consider including this in the bylaws update

## Planning for Fall 2025

### Schedule Executive Board Meetings (e.g., monthly?)

### Schedule General Body Meetings (themes? guest speakers?)

### Event Planning:

- Forever a Niner follow-up
- Social media engagement (Instagram, other platforms?)
- Student support partnerships
  - Collaborations with Student Orgs
  - Career-readiness session with Alumni Org: "From Instagram to LinkedIn"

## Open Floor / Announcements

- Space for board members to raise additional items
- Karla question's questions: In our Constitution, the Treasurer will keep books and records on funds received and/or disbursed. The Treasurer will make **quarterly financial reports listing all liabilities and assets of the organization** to the Executive Board and the general membership. It will be the Treasurer's responsibility to present an annual budget to the Executive Board and the general membership. **When is the deadlines for Q1/25-26, Q2/25-26, Q3/25-26, and Q3/25-26?**
- Discuss member engagement strategies, new ideas

## Proposed changes to the constitution, that contains the bylaws

Here is a draft and we want people in the general meeting to create a committee to handle these changes:

- Electronic voting with one month for people to participate
- Remove need for 51% of general body quorum and instead make so that voting would be open for a month with weekly reminders
- Voting would be decided by a majority of 51% of the votes
- How can people be nominated, how long to wait for nominations, and what do we ask from people that were nominated before we vote?

Qualtrics Access Information: <https://oneit.charlotte.edu/2023/06/02/qualtrics-url-change/>

### Denis' homework

- Include new positions in the constitution, highlight the changes, and bring it to the next body
- Create a form for people to nominate or volunteer for executive positions, with descriptions of the positions and details about how the work would look like
- Bring a draft of the proposed changes to the constitution/bylaws to the next general body meeting
- Reach out to Daniela and ask about the lunch idea she had, and see if we can brainstorm calendar ideas
- Reach out to University Communications about calendar events Spotify playlist for the caucus on our website
- Send email about dates and times for next meetings

### Topics for the next general body meeting

- **Committee to change bylaws about quorum and voting**
- **New elections together with the voting to change the using qualtrics** (<https://oneit.charlotte.edu/2023/06/02/qualtrics-url-change/>)
- **Business affairs:**
  - How can staff participate?
  - Who needs to be notified?
  - What are the conditions?
  - Does the meetings need to be during lunch time or after work?
  - What are the rules today?
  - Should this be treated as service or as part of the staff's job?
- **Calendar for social events outside work:**
  - Could include luncheons

- Could include events that are associated with the Latino or Hispanic culture that we could invite people to
- **Spotify playlist for the caucus on our website**
- **Hola Festival on October 4, 2025 (<https://holacharlottefestival.com/>)**