

April 9, 2026, Humboldt-ERFSA Executive Meeting Notes

Present: Marshelle Thobaben, President & Cal Poly Humboldt University Senate Representative; Jeffry Borgeld, Membership Chair; Lou Ann Wieand, Treasurer, Susan Dobie, Program Chair, Kumi Watanabe-Schock, Communications Chair, Steve Karp, Acting AVP of University Advancement

President Report (Marshelle)

VP Foundation Search update—2 meetings. Confidential at this time.

Attended the University Senate Meetings March & April. Submitted an ERFSA report each meeting, WSCUC Review Team Meeting w/ University Senate April 15th

3/18/2026 Updated Hospitality Policy—see below. Posted on the ERFSA website under Policies

April 1 Exec Com selected the 2026 ERFSA Junior Faculty and Staff grants recipients

2026 Humboldt-ERFSA Grant Recipients

- **Leila Azimian**, Lecturer, School of Engineering.
Project: Design and Building of Mobile/Portable Photobioreactor (Aquarium of Microalgae) in Shape of Patio Umbrella.
- **Larisa Callaway-Cole**, Assistant Professor, Department of Child Development.
Project: Co-Collaboration in Pursuit of Study Abroad: Blending Theory and Practice in Reggio Emilia, Italy.
- **Justin N. Carlson**, Lecturer and Research Associate, Department of Anthropology.
Project: Geoarchaeology at Gradishte Crnobuki, North Macedonia, 05/2026-05/2028.
- **Alana Chin**, Assistant Professor, Department of Biology Sciences.
Project: Canopy Access Training.
- **Regina A. Jorgenson**, Assistant Professor, Department of Physics & Astronomy.
Project: Upgrading Cal Poly Humboldt's Fickle Hill Observatory: Spectroscopic Capabilities
- **Gabi (Gabrielle) Kirk**, Assistant Professor, Department of Geography Environment and Spatial Analysis.
Project: Cultivating Sustainable Sovereignty: Agricultural Transformation in Palestine-Israel.
- **Jasper Leavitt**, Postdoctoral Scholar & Lecturer, Department of Biological Sciences.
Project: Isolating bacteria from the amphibian egg microbiome.
- **Richard Robles**, Graphic Designer II, Creative Services.
Project: Expanding Digital & Motion-Based Design.
- **James S Woodhead**, Studio Art Technician, Department of ART + Film.
Project: Ruthie Twothie: The second mascot for the Humboldt Trinity Recreation Alliance.

April 3: Jeff-notified the grant recipients of receiving the grants and of the 2 celebrations

April 3: Notified the ERFSA listserv/others of the 2026 Grant Recipients.

April 3: Sent Pearl, Exc Asst to Provost, the information to invite the ERFSA Exc Com members and the 9 ERFSA grant recipients to the University Senate Social and to include them in the University Senate Program. Informed Pearl/Provost that the Provost has traditionally sent the list

of ERFSA Grant Recipients in one of her Provost communications. She responded on April 4th:
“*This is fabulous. Thank you, Marshelle!*”

April 3: Sent Angie the list of Grant Recipients/their Projects to post on the ERFSA Website under Grants.

April 22nd, 4:30-7ish. Emeritus Status and Grant recipients’ reception at the Septentrio Winery Invited President’s Administrative and ES Teams & notice sent to ERFSA listserv

Program begins at 5pm

· Need additional food--Maybe

Assignments:

Marshelle-contact Tynel to reconfirm the reception - Food for 40 people and email invitation to members, ES awardees and Grant recipients. Will email ES awardees and Grant recipients a request an RSVP so the Exc Com plan for the program and food for the reception.

Arrive at 4:00pm Clean up--all

Name tags for the ES Celebration: Susan

Greeters/Check guests in—list & drink tickets: Jeff and Lou Ann

Take photos of ES & grant recipients to use with future press releases: Kumi

Program—Marshelle

- Exc Com
- Introduce the President, others-Marshelle
- ES 2 min Name/Position

Emeritus Status Awardees for 2005- 2026 AY

1. Marianne Ahokas, Lecturer, English Department
2. Eileen Cashman, Professor, School of Engineering
3. Cheryl A Conner, Library Instruction & Information Support Specialist
4. Elizabeth Eschenbach, Professor, School of Engineering
5. Mary Beth Glenn, Professor, Anthropology Department
6. Billie Herman, Project Manager, Lead & Director of the Project Management Office (PMO)
7. Romi Hitchcock-Tinseth, Faculty in the Department of Communication, Assistant Director of Admissions
8. Tasha Howe, Psychology Professor
9. Tera L. Mar, Information Technology Consultant
10. John (Jack) Murphy, Lecturer in Environmental Science and Management Department
11. Margaret Lang, Professor, School of Engineering
12. Tom Manoli, Coordinator, Hazardous Materials & Environmental Health and Safety
13. Marylyn Paik-Nicely, Director, HSU MultiCultural Center (MCC) (Social Justice Equity Inclusion Center)
14. Timothy S. Payer, Lecturer, Mathematics Department
15. Kim Perris, Professor, Nursing Department
16. María Corral Rocha, Lecturer, Ethnic Studies, Women's Studies, CRGS, and Sociology
17. Jay Schock, Financial Aid Counselor and NCAA Coordinator
18. Mary Jo Sweeters, Administrative Support Coordinator School of Engineering
19. Glenn Tinseth, Lecturer, Department of Chemistry & Biochemistry
20. Mark S. Wilson Professor, Biology Department

21. George Wrenn, Librarian, Lead librarian of Access Services and Collection Development

Grant recipient

1. Leila Azimian, Lecturer, School of Engineering
2. Larisa Callaway-Cole, Assistant Professor, Department of Child Development
3. Justin N. Carlson, Lecturer and Research Associate, Department of Anthropology
4. Alana Chin, Assistant Professor, Department of Biology Sciences
5. Regina A. Jorgenson, Assistant Professor, Department of Physics & Astronomy
6. Gabi (Gabrielle) Kirk, Assistant Professor, Department of Geography Environment and Spatial Analysis
7. Jasper Leavitt, Postdoctoral Scholar & Lecturer, Department of Biological Sciences
8. Richard Robles, Graphic Designer II, Creative Services
9. James S Woodhead, Studio Art Technician, Department of ART + Film

Program Chair (Susan)

Debriefing: Excellent presentation by Brandon L. Browne followed by a very engaged Q & A

Running list of potential speakers/outings...ideas

Olli presenters, Grant awardees, Various award recipients (Prof. of the Year, Lecturer of the Year, Service Award and more), Hot topics - shareable ongoing list? Kumi will brainstorm Steve suggests perusing HumboldtNOW for finding out interesting stories/people

Spring Program

May 14: **Jose Marin Jarrin:** Fisheries Biology (2020 Grant Recipient)

Project: Using genetic barcoding and otolith analysis to train a diverse workforce in Fisheries Ecology. Introduction by Lou Ann Wieand

Membership Chair (Jeff)

Number of ERFSA members: 64

He will remind new emeritus faculty/staff re. ERFSA membership

Treasurer Lou Ann

The Cal Poly Humboldt ERFSA Account TV012-HSU_ERFA_Fund: \$ 7,699.48

HAF & WRCF Account: \$ 70,637.70 (pre-small grant distribution)

Update on Baywood: They were paid through April.

Lou Ann—HAF Foundation-sent list of grant recipients with the amount each are awarded and their proposals. They will send checks to the grant recipients

When Marshelle sends the reception reminder, she'll inquire whether the small grant recipients have received their checks from HAF

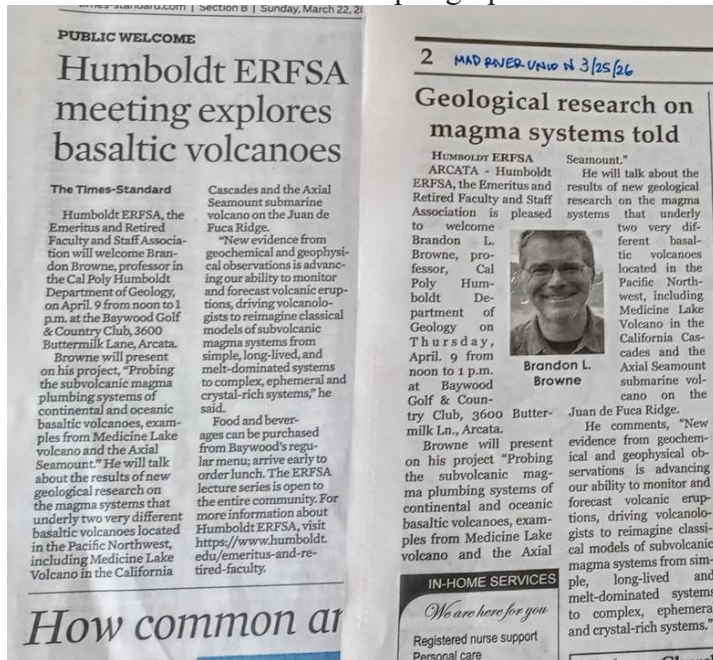
Communications Chair (Kumi)

CPH ERFSA logo has been approved by MarCom. Please use this for all communications.



-ERFSA Small Grant Promotional videos have been moved to [Small Grant page](#). CTL is in the process of changing the logo on each video and the links will be updated accordingly.

Press releases & UNotices will go out through the regular channels including the Northcoast Journal Calendar section for Spring Speaker Series



2) ERFSA LUNCHEON LECTURE: PROBING THE SUBVOLCANIC MAGMA PLUMBING SYSTEMS OF CONTINENTAL & OCEANIC BASALTIC VOLCANOES, EXAMPLES FROM MEDICINE LAKE VOLCANO & THE AXIAL SEAMOUNT - 4/9 (THU) 12-1PM
 Geology faculty Brandon L. Browne will present on his research, 12-1pm, 4/9 (Thu) @ Baywood Country Club, presented by Humboldt ERFSA. For more info:

<https://www.humboldt.edu/emeritus-and-retired-faculty>

-Kevin Hoover from Mad River Union would appreciate if we could modify our ERFSA Press Releases to look like this:

Humboldt ERFSA

ARCATA - Humboldt ERFSA, the Emeritus and Retired Faculty and Staff Association is pleased to welcome Brandon L. Browne, professor, Cal Poly Humboldt Department of Geology on Thursday, April. 9 from noon to 1 p.m. at Baywood Golf & Country Club, 3600 Buttermilk Ln., Arcata.

Browne will present on his project “Probing the subvolcanic magma plumbing systems of continental and oceanic basaltic volcanoes, examples from Medicine Lake volcano and the Axial Seamount.”

He will talk about the results of new geological research on the magma systems that underly two very different basaltic volcanoes located in the Pacific Northwest, including Medicine Lake Volcano in the California Cascades and the Axial Seamount submarine volcano on the Juan de Fuca Ridge.

He comments, “New evidence from geochemical and geophysical observations is advancing our ability to monitor and forecast volcanic eruptions, driving volcanologists to reimagine

classical models of subvolcanic magma systems from simple, long-lived and melt-dominated systems to complex, ephemeral and crystal-rich systems.”

OLLI - Julie Stewart, Interim Coordinator’s last day is April 10, 2026. After her departure, contact Mairead Sardina, Interim Coordinator. Dane Oppenborn will be OLLI’s part-time staff.

Next Meeting May13, 2026

Hospitality Policy, 3/18/2026—Posted on Humboldt-ERFSA website under Policies



Origination, 9/14/2018

Origination

9/14/2018

Effective, 3/18/2026

Effective

3/18/2026

Reviewed, 3/18/2026

Reviewed

3/18/2026

Next Review, 3/18/2027

Next Review

3/18/2027

Owner

Kitchell, Jeni: Asst VC F&B Admin/Controller

Area

Business and Finance

Code

ICSUAM 01301.00

Hospitality Policy

It is the policy of the California State University (CSU) that hospitality expenses may be paid to the extent that such expenses are necessary, appropriate to the occasion, reasonable in amount and serve a purpose consistent with the mission and fiduciary responsibilities of the CSU. This policy applies to activities that promote the CSU to the public and the provision of hospitality in connection with official CSU business and specify the state and auxiliary funds that may be used for such purposes.

Procedure

PURPOSE

This policy governs the manner and extent to which the CSU and its auxiliaries may provide hospitality to employees, students, donors, guests, visitors, volunteers, and other individuals as part of a business meeting; recreational, sporting or entertainment event; or other occasions that promote the mission of the CSU. The policy also addresses meals served to employees as part of a morale-building function and meals provided to prospective students and employees.

SCOPE

This policy governs the appropriate use of state, auxiliary organization, sponsored program administration, private-purpose trust and fiduciary funds unless legally exempted or otherwise restricted (e.g. documented fund agreements). The CSU and its auxiliaries will comply with additional restrictions when established by funding sources.

ALLOWABLE EXPENSES

Hospitality expenses must be related to, or associated with, the active conduct of official CSU business. When an employee acts as an official host, the occasion must, to the best judgment of the approving authority, serve a clear CSU business purpose, with no personal benefit derived by the official host or other employees. In addition, the usage of funds for hospitality should be cost effective and in accordance with the appropriate use of public funds.

When determining whether a hospitality expense is appropriate, the approving authority must evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived from such an expense, the availability of funds, and any alternatives that would be equally effective in accomplishing the desired objectives. Examples of occasions when the provision of hospitality is permitted under this policy (fund restrictions still apply) include instances when the CSU:

- Hosts or sponsors business meetings that directly correlate with the operations of CSU;
- Hosts official guests with an interest in the CSU;
- Hosts or sponsors a meeting of a learned society or professional organization;
- Hosts receptions held in connection with conferences, meetings of a learned society or professional organization, meetings of student organizations and groups, student events such as commencement exercises, and events or meetings of other CSU related groups such as alumni associations;
- Hosts or participates in community relations or fundraising events to promote the university, enhance partnerships, recognize distinguished service, or cultivate donors;
- Hosts receptions for the benefit of employee morale, employee recognition, official presentations for length of service awards, including retirement (with at least 5 years of service) or exceptional contributions of service.

Employee Meetings

Food and beverage provided to employees may be permitted if the expenses occur infrequently, are reasonable, and when it serves a CSU business purpose. Food and beverages at meetings that are carried out on a routine or frequent basis are not permitted under this policy. Additionally, public expenditures that are driven by personal motives (refer to section D.1. Personal Benefit) are an impermissible use of public funds. When a meeting takes place over an extended period and the agenda includes a working meal, there must be justification that the meal is integral to the business function.

Spouses, Domestic Partners, and Significant Others

Hospitality provided to the spouse, domestic partner, or significant other of an employee might be permitted when it serves a CSU business purpose such as ceremonial functions, fundraising

events, alumni gatherings, athletic games, and community events. An agenda, invitation, or similar documentation should be included with the payment record.

Students and Prospective Students

Hospitality provided to students or prospective students may be permitted when it serves a CSU business purpose. To justify the expenditure, one must determine that the expenditure is consistent with the mission of the CSU. Permissible activities may include recruitment efforts, student activities, student programs, student organization events, student recognition events and commencements. Students may be hosted to attend fundraising and other community relations events that enhance their learning experience, in recognition of their student achievement, to engage with alumni and donors, or as representatives of elected student leadership. Hospitality provided to student athletes and recruits must be in accordance with the rules, regulations, guidelines, standards and procedures of the National Collegiate Athletic Association.

Awards and Prizes

CSU universities may establish an award program to the extent that such expenses serve a purpose consistent with the mission and fiduciary responsibilities of the CSU and aligns with IRS regulations. Examples of a bona fide business purpose include awards and prizes: to employees for exceptional contributions or for length of service (with at least five years of service); to students for excellence; and to individuals for participation in research-funded surveys or study.

Cash and cash equivalent items, such as gift cards and gift certificates, no matter how small, are always taxable to the employee as wages. A non-cash award or prize may have a taxable consequence to the employee if it does not meet the IRS definition of de minimis and infrequent. Refer to IRS tax rules in the Guidelines section at the end of this policy. The university's written procedures shall document the award program, including eligible awards and per person limits.

UNALLOWED EXPENSES

Personal Benefit/Copy

Hospitality expenses that are of a personal nature and not related to the active conduct of official CSU business will not be paid or reimbursed. Examples include, but are not limited to, employee birthdays, weddings, anniversaries, and baby showers. The California gift of public funds doctrine set forth in the California Constitution, article XVI § 6, prohibits the giving or lending of public (state) funds to any person or entity, public or private, unless there is a public purpose.

ALLOWABLE FUNDING SOURCES

State Funds

Unless specifically authorized in the local trust agreement (LTA), state funds have the following restrictions and uses:

- State funds may not be used to pay for:
 - Any expenditure prohibited by applicable laws, regulations, or agreements, including the California Budget Act;
 - Food and beverages or entertainment services that do not serve a business purpose;