



Warm birthday wishes to...

- ❄️ Ying Zhang
- Jennifer Stone
- Daniel Matsuoka
- Helena Gin
- Esther Feng
- Mary Courtney
- Gina Banton
- Anne Marie Anderssen



JOHN LI—December Staff Spotlight

We are spotlighting John because he is a research administrator working at a high level who does consistent, but not always recognized, great work. He provides dependably good customer service to his PIs and ensures that their proposals are submitted complete and on time and their awards are spent according to policy and don't go into

overdraft. His PI's funds are rarely on the overdraft list, their financial reports are uploaded by the deadline, and he updates their projections at least 3 times a year. John is also one of ERSO's Caltrans experts. He previously worked at ITS, so he has had many years of experience with the idiosyncrasies of Caltrans contracting. In case you don't know, Caltrans can be very particular. They often send budgets back for revision over one cent rounding errors.



Our **staff holiday event** has a new date!

Date: Wednesday, December 7th
Time: 5:00 to 8:00pm

Please note: The [venue](#) requires ID for entry.

We are also holding a **Virtual Jolly Hour** on Tuesday, 12/6 (11am - 12pm PST) to spread the holiday cheer to our out-of-area colleagues!

Congratulations Cathy Nguyen—November Staff Salute Winner

"Cathy demonstrates commitment, anticipating customer needs, and problem solver! She has taken on a very busy PI with many moving parts, personnel, and awards - not to mention the various departmental and lab folks that she needs to constantly keep abreast of goings on on the PI's portfolio. She continuously makes an effort to ensure all of the information is available and said information is very detailed for all those involved. She is anticipating questions, providing variations of projections to anticipate changes, and providing succinct recaps in emails and google sheets/docs to allow for quick review, easy selection, etc. She is also working with a couple of new PIs, which always requires some additional training for the PIs to educate them on how the systems work, where to go for what, and the various deadlines. She's been busy, but still makes time for patiently providing the information to the people she works with. Way to hustle, Cathy - keep up the great work!"



OTHER STUFF:

- * Thank you to everyone who's donated to the Food Bank of Contra Costa and Solano so far! The drive is still open and more info can be found [here](#).
- * Your feedback is welcome! Submit it anonymously [here](#), or contact Cynthia.