

Memorandum

To : Ramon J. Hirsig
Executive Director

Date : March 11, 2010

From : Liz Houser, Deputy Director
Administration Department



Subject : **March 2010 Sacramento Board Meeting Agenda**

The Administration Department requests the following item(s) be placed on the Board's March 23-25, 2010 Sacramento meeting calendar under "P. Other Administrative Matters".

P. Other Administrative Matters

P5. Administration Deputy Director's Report.....Ms. Liz Houser

1. Contract Over \$1 Million – This item is for Board approval.

- a. Microsoft Licenses - This acquisition will upgrade prior versions of Office to Office 2007 and purchase SharePoint licenses which would be usable by 25% of the Board.

2. Facilities Update - These items provide information and may require Board action or direction.

- a. Headquarters Facilities – An update on the Headquarter remediation project including the activated swing space moves within the building.
- b. HQ Annex – An update on the site search selection for the Headquarters annex locations.
- c. 2009 State Agency Recognition Award (SARA) – The Acquisitions Branch received the Governor's Bronze Award for increasing it's participation in the State's Small Business and Disabled Veteran Business Enterprise programs.

3. 2009/10 and 2010/11 Budget Update, Furlough Plan and Layoffs – These items provide information and may require Board action or direction.

- a. Information may be provided to the Board regarding the Governor's 2009/10 budget, Governor's Executive Order S-16-08 State Employee Furlough, and layoffs.
- b. An update on the Governor's 2010/11 budget as it relates to the Board.

LH:lk

cc: Honorable Betty T. Yee, Chairwoman
Honorable Jerome E. Horton, Vice Chair
Ms. Barbara Alby, Acting Board Member
Honorable Michelle Steel
Honorable John Chiang

I approve:



Ramon J. Hirsig,
Executive Director