

Memorandum

To : Kristine Cazadd
Interim Executive Director

Date : November 29, 2010

From : 
Liz Houser, Deputy Director
Administration Department

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

The Administration Department requests the following item(s) be placed on the Board's December 14-16, 2010 Sacramento meeting calendar under "P. Other Administrative Matters."

P. Other Administrative Matters

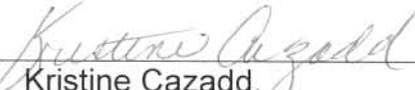
P5. Administration Deputy Director's Report.....Ms. Liz Houser

1. **Facilities Update** - These items provide information and may require Board action or direction.
 - a. Headquarters Facilities - There will be an update on the Headquarters remediation project.
 - b. Headquarters Annex - There will be an update on the Headquarters annex locations.
 - c. San Diego/San Marcos Site Search - There will be an update on the site search to relocate the San Diego and San Marcos Offices.

2. **2010/11 and 2011/12 Budget Update, Tentative Union Agreements, 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 2010/11 Budget, the tentative Union Agreements, Governor's Executive Order S-12-10, State Employee Furlough, and layoffs.

LH:lk

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

I approve: 
Kristine Cazadd,
Interim Executive Director