

APPROVED

December 2, 2003

Michigan State
Administrative Board

Lansing, Michigan

November 18, 2003

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, November 18, 2003, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Dennis Fox, Conservation Policy, representing John Cherry, Lt. Governor
Susan Leffler, Assistant Attorney General for Law, representing Mike Cox, Attorney General
Mary G. MacDowell, Director of the Financial Services Bureau, representing Jay B. Rising, State Treasurer
Joe Pavona, Director of Administrative Services, representing Terri Lynn Land, Secretary of State
Carol Wolenberg, Deputy Superintendent for Administration, representing Thomas D. Watkins, Superintendent of Public Instruction
Wayne Roe, Jr., Administrator of Contract Services, Bureau of Finance and Administration, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Wes VanMalsen, Department of Career Development; Mary Jo Kunkle, Department of Consumer and Industry Services; Scott Ross, Department of Environmental Quality; James Burris, Sean Carlson, Sergio Paneque, Janet Rouse, Department of Management and Budget; Randy Knapp, Darby Schlagheck, Department of Transportation; Christopher Harkins, Senate Majority Policy Office

1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Pavona moved the minutes of the State Administrative Board for the regular meeting of November 4, 2003 be approved as distributed. Ms. Leffler supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

None

4. COMMUNICATIONS:

Correspondence from Jacqueline M. Johnson, Department of Treasury, with the attached summary and detail investment holding reports for the Veterans' Benefit Trust Fund for the quarter ending September 30, 2003, and a report of investment transactions for the quarter ending September 30, 2003, in accordance with a resolution adopted by the State Administrative Board

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Retention and Disposal Schedule(s):

DEPARTMENT OF STATE, Budget Division, 8/22/2003

DEPARTMENT OF STATE POLICE

Budget Section, 5/19/2003

Fire Marshall Division, 6/24/2003

DEPARTMENT OF TRANSPORTATION

Bureau of Transportation Planning, 2/5/2003

Traffic and Safety Division, 2/5/2003

Mr. Pavona moved the State Administrative Board approve the Retention and Disposal Schedules. The motion was supported by Ms. Wolenberg and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Reports for the regular meeting of November 10, 2003 and the special meeting of November 18, 2003. After review of the forgoing Finance and Claims Committee Reports, Ms. Wolenberg moved that the Finance and Claims Committee Reports covering the regular meeting held November 10, 2003 with the withdrawal of Item 27(28) at the State Administrative Board meeting of November 18, 2003 at the request of the claimant, and the special meeting of November 18, 2003 be approved and adopted. The motion was supported by Ms. Leffler and unanimously approved.

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Ms. MacDowell presented the Building Committee Report for the meeting of November 12, 2003. After review of the forgoing Building Committee Report, Mr. Fox moved that the Building Committee Report covering the meeting held November 12, 2003 be approved and adopted. The motion was supported by Ms. Wolenberg and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the meeting of November 12, 2003. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the meeting held November 12, 2003, with the additional withdrawal of Items 37, 38, and 42 at the State Administrative Board meeting of November 18, 2003 be approved and adopted. The motion was supported by Ms. Leffler and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Pavona moved to adjourn the meeting. The motion was supported by Ms. Leffler and unanimously approved. Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON