

APPROVED

July 15, 2003

Michigan State
Administrative Board

Lansing, Michigan

July 1, 2003

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, July 1, 2003, at 11:00 a.m.

Present: Kelly Keenan, Chief Legal Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Lynda Rossi, Chief of Staff, representing John Cherry, Lt. Governor
Susan Leffler, Assistant Attorney for Law, representing Mike Cox, Attorney General
Mary MacDowell, Director, Financial Services Bureau, representing Jay B. Rising, State Treasurer
Joe Pavona, Director of Administrative Services, representing Terri Lynn Land, Secretary of State
Elaine Madigan, Assistant Superintendent for Educational Support, representing Thomas D. Watkins, Superintendent of Public Instruction
Leon Hank, Chief Administrative Officer, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Wes VanMalsen, Department of Career Development; James Burris, Sean Carlson, Mary Lewis, Department of Management and Budget; Kathy Hulley, Randy Knapp, Pam Lavender, Mike Blackledge, Department of Transportation

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:

Ms. Rossi moved the minutes of the State Administrative Board for the meeting of June 17, 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:

None

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Certified Retention and Disposal Schedule (s)

CITY OF FENTON, Police Department, 6/04/2003

CITY OF BIRMINGHAM, 6/18/2003

IONIA COUNTY COURTHOUSE, Prosecuting Attorney, 6/17/2003

Retention and Disposal Schedule (s):

DEPARTMENT OF CAREER DEVELOPMENT

Rehabilitation Services, Michigan Career and Technical Institute, 4/22/2003

DEPARTMENT OF CORRECTIONS

Office of Field Programs, 6/9/2003

Parole Board, 9/19/2002

DEPARTMENT OF NATURAL RESOURCES

Office of Legal Services, 5/22/2003

Parks and Recreation Bureau, 5/20/2003

DEPARTMENT OF TRANSPORTATION

Mackinac Bridge Authority, 4/23/2003

NORTHERN MICHIGAN UNIVERSITY

College of Professional Studies, 6/04/2003

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

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:
(Please see the following pages)

Ms. MacDowell presented the Finance and Claims Committee Reports covering the regular meeting held June 24, 2003 and the special meeting held July 1, 2003. After presentation and review of the forgoing Committee Reports, Ms. MacDowell moved that the regular Finance and Claims Committee Report of June 24, 2003 and the special Finance and Claims Committee Report of July 1, 2003 be approved. The motion was supported by Ms. Leffler and unanimously approved.

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Ms. MacDowell presented the Building Committee Report covering the regular meeting held June 25, 2003. After presentation and review of the forgoing Committee Report, Ms. MacDowell moved that the regular Building Committee Report of June 25, 2003 be approved and adopted. The motion was supported by Mr. Hank and unanimously approved.

Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of June 25, 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 regular meeting held June 25, 2003 be approved and adopted. Supported by Ms. Leffler, the motion was unanimously adopted.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Pavona moved that the meeting be adjourned. Supported by Mr. Hank, the motion was unanimously adopted. Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON