

APPROVED

December 21, 2004

Michigan State
Administrative Board

Lansing, Michigan

December 7, 2004

A regular meeting of the State Administrative Board was held in the 1921 Department of Conservation Conference Room, 7th Floor, Mason Building, on Tuesday, December 7, 2004, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Kristie Profit, Policy Advisor, representing John Cherry, Lt. Governor
Patrick F. Isom, Assistant Attorney General, representing Michael A. Cox, Attorney General
Mary G. MacDowell, Director, Financial Services Bureau, representing Jay B. Rising, State Treasurer
Joseph Pavona, Director, Bureau of Administrative Services, representing Terri Lynn Land, Secretary of State
Jean Shane, Special Assistant, Office of the Superintendent, 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:

Kristi Broessel, Department of Community Health; Sergio Paneque, Executive Division; Emil Winnicker, Department of Labor and Economic Growth; Sherry Bond, James Burris, Sean Carlson, Pat Mullen, Jason Nairn, Department of Management and Budget; Pam Lavender, 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:

Mr. Pavona moved to approve the minutes of the State Administrative Board for the regular meeting of November 16, 2004 with the correction to Item 20(1) of the Finance and Claims regular agenda of November 30, 2004. The motion was supported by Ms. Shane and unanimously adopted.

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

NONE

4. COMMUNICATIONS:

Correspondence was received 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, 2004, and a report of investment transactions for the quarter ending September 30, 2004, in accordance with a resolution adopted by the State Administrative Board.

5. UNFINISHED BUSINESS:

NONE

6. NEW BUSINESS:

Retention and Disposal Schedule(s):

CHESANING PUBLIC LIBRARY, 11/3/04

DEPARTMENT OF HISTORY, ARTS, AND LIBRARIES, Council for the Arts and Cultural Affairs, 11/13/04

DEPARTMENT OF INFORMATION TECHNOLOGY, Office of Enterprise Security, 9/28/04

Mr. Hank moved to approve the Retention and Disposal Schedules. The motion was supported by Mr. Pavona and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

(Please see the following pages)

- - - - -

Ms. MacDowell presented the Finance and Claims Committee Report for the regular meeting of November 30, 2004. After review of the forgoing Finance and Claims Committee Report, Ms. MacDowell moved that the Finance and Claims Committee Report covering the regular meeting held November 30, 2004, be approved and adopted. The motion was supported by Ms. Shane and unanimously approved.

Ms. MacDowell presented the Finance and Claims Committee Report for the special meeting of December 7, 2004. After review of the forgoing Finance and Claims Committee Report, Ms. MacDowell moved that the Finance and Claims Committee Report covering the special meeting held December 7, 2004, be approved and adopted. The motion was supported by Ms. Shane and unanimously approved.

- - - - -

Ms. MacDowell presented the Building Committee Report for the regular meeting of December 1, 2004. After review of the forgoing Building Committee Report, Ms. MacDowell moved that the Building Committee Report covering the regular meeting held December 1, 2004, be approved and adopted with Item 37 contingent upon receipt of the \$9,000 deposit by the Department of Management and Budget and with correction of a typo on the report. 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 December 1, 2004. 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 December 1, 2004 be approved and adopted with the withdrawal of Items 4, 6, and 7 at the State Administrative Board meeting of December 7, 2004. The motion was supported by Ms. Shane and was unanimously approved.

8. MOTIONS AND RESOLUTIONS:

NONE

9. ADJOURNMENT:

Mr. Pavona moved the meeting be adjourned. The motion was supported by Ms. MacDowell and unanimously approved. Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON