

# APPROVED

January 18, 2005

Michigan State  
Administrative Board

Lansing, Michigan

December 21, 2004

A regular meeting of the State Administrative Board was held in the 1921 Department of Conservation Conference Room, 7<sup>th</sup> Floor, Mason Building, on Tuesday, December 21, 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  
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:

Sergio Paneque, Executive Division; Sherry Bond, Sean Carlson, Debbie Roberts, Janet Rouse, Department of Management and Budget; Jean Ingersoll, Pam Lavender, Department of Transportation; Scott Schragar, Department of Treasury

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 December 7, 2004. The motion was supported by Ms. MacDowell and 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:

**Retention and Disposal Schedule(s):**

MUSKEGON COMMUNITY COLLEGE, 9/20/2004

LIVINGSTON COUNTY, 9-1-1 Central Dispatch/Emergency Management,  
10/29/2004

ATTORNEY GENERAL

Civil Rights, 11/04/2004

Detroit Office Division, Drivers License Restoration Section, 11/03/2004

DEPARTMENT OF CORRECTIONS, Physical Plant Division, 11/01/2004

DEPARTMENT OF EDUCATION, Office of Professional Preparation and  
Certification, 9/08/2004

DEPARTMENT OF STATE, Occupancy Services Division, 9/16/2004

DEPARTMENT OF TRANSPORTATION, Bureau of Local Government  
Services, Local Audit and Finance Division, 01/08/2004

Ms. MacDowell 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)

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Ms. MacDowell presented the Finance and Claims Committee Reports for the regular meeting of December 14, 2004, and the special meeting of December 21, 2004. After review of the forgoing Finance and Claims Committee Reports, Ms. MacDowell moved that the Finance and Claims Committee Reports covering the regular meeting held December 14, 2004, and the special meeting of December 21, 2004, be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

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Ms. MacDowell presented the Building Committee Report for the regular meeting of December 15, 2004. After review of the forgoing Building Committee Report, Ms. MacDowell moved that the Building Committee Report covering the regular meeting held December 15, 2004, be approved and adopted. The motion was supported by Mr. Hank and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of December 15, 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 15, 2004 be approved and adopted with the withdrawal of Items 59 and 79 of the regular agenda at the State Administrative Board meeting of December 21, 2004. The motion was supported by Mr. Isom and was unanimously approved.

8. MOTIONS AND RESOLUTIONS:

NONE

9. ADJOURNMENT:

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

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SECRETARY

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CHAIRPERSON