

APPROVED

March 1, 2005

Michigan State Administrative Board

Lansing, Michigan

February 15, 2005

A regular meeting of the State Administrative Board was held in the 1921 Department of Conservation Conference Room, 7th Floor, Mason Building, on Tuesday, February 15, 2005, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Kristi Profit, Policy Advisor, representing John Cherry, Lt. Governor
Susan Leffler, Assistant Attorney General for Law, 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 Jeremy Hughes, Acting Superintendent of Public Instruction
Myron Frierson, Deputy Director, Finance and Administration, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Sergio Paneque, Executive Division; Sean Carlson, Janet Rouse, Department of Management and Budget; Joshua Collins, Shawn Stallworth, Department of State Police; Jean Ingersoll, 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 February 1, 2005. The motion was supported by Mr. Frierson 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):

DEPARTMENT OF INFORMATION TECHNOLOGY

Contracts and Procurement, 11/15/2004

Infrastructure Services, Data Center Operations, 12/14/2004

Office of Technology Partnerships, 11/3/2004

DEPARTMENT OF MANAGEMENT AND BUDGET, Office of the State

Employer, 5/20/2004

DEPARTMENT OF STATE

Bureau of Elections, Information Services Division, 6/4/2004

Bureau of Regulatory Services, 11/23/2004

Driver Assessment and Appeal Division, 11/22/2004

Legal and Regulatory Services Administration, Executive Office,
11/19/2004

DEPARTMENT OF STATE POLICE, Office of Behavioral Science, 7/14/2003

Mr. Pavona moved the retention and disposal schedules be approved. The motion was supported by Ms. Leffler and unanimously approved.

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 February 8, 2005, and the special meeting of February 15, 2005. 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 February 8, 2005, and the special meeting held February 15, 2005, be approved and adopted. The motion was supported by Ms. Shane and unanimously approved.

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Ms. MacDowell presented the Building Committee Report for the regular meeting of February 9, 2005. After review of the forgoing Building Committee Report, Ms. MacDowell moved that the Building Committee Report covering the regular meeting held February 9, 2005, be approved and adopted. The motion was supported by Ms. Shane and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of February 9, 2005. 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 February 9, 2005 be approved and adopted. The motion was supported by Ms. MacDowell and was unanimously approved.

8. MOTIONS AND RESOLUTIONS:

NONE

9. ADJOURNMENT:

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

SECRETARY

CHAIRPERSON