

# APPROVED

November 4, 2003

Michigan State  
Administrative Board

Lansing, Michigan

October 21, 2003

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, October 21, 2003, at 11:00 a.m.

Present: Kelly Keenan, Chief 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 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, representing Gloria Jeff, Director, Department of Transportation  
Sherry Bond, Secretary

Others Present:

Wes VanMalsen, Department of Career Development; James Burris, Sean Carlson, Sergio Paneque, Janet Rouse, Department of Management and Budget; Jean Ingersoll, Darby Schlagheck, Department of Transportation; Christopher Harkins, Senate Majority Policy Office; R. Troy Carlson

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 October 7, 2003 be approved as distributed. Ms. Wolenberg 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:

**Retention and Disposal Schedule(s)**

DEPARTMENT OF CORRECTIONS

Central Records Section, 9/19/2003

Finance Division, 9/19/2003

Internal Audit, 9/19/2003

Office of Community Corrections, 9/4/2003

Prisoner Affairs, 9/19/2003

DEPARTMENT OF STATE POLICE

Office of Behavioral Science, 7/14/03

Ms. Wolenberg moved the State Administrative Board approve the 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)

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Ms. MacDowell presented the Finance and Claims Committee Reports for the regular meeting of October 14, 2003 and the special meeting of October 21, 2003. After review of the forgoing Finance and Claims Committee Reports, Mr. Pavona moved that the Finance and Claims Committee Reports covering the regular meeting held October 14, 2003 and the special meeting of October 21, 2003 be approved and adopted. The motion was supported by Ms. Rossi and unanimously approved.

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Ms. MacDowell presented the Building Committee Report for the meeting of October 15, 2003. After review of the forgoing Building Committee Report, Ms. Wolenberg moved that the Building Committee Report covering the meeting held October 15, 2003 be approved and adopted. The motion was supported by Ms. Rossi and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the meeting of October 15, 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 October 15, 2003, with the additional withdrawal of Items 11 and 14 at the State Administrative Board meeting of October 21, 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. Wolenberg and unanimously approved. Mr. Keenan adjourned the meeting.

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SECRETARY

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CHAIRPERSON