

APPROVED

July 1, 2003

Michigan State
Administrative Board

Lansing, Michigan

June 17, 2003

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, June 17, 2003, at 11:00 a.m.

Present: Kelly Keenan, Chief Legal Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Susan Leffler, Assistant Attorney for Law, representing Mike Cox, Attorney General
Julie Croll, Chief Deputy Treasurer, 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
Myron Frierson, Deputy Director, Finance and Administration, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Absent: John Cherry, Lt. Governor

Others Present:

Wes VanMalsen, Department of Career Development; Suzanne Olivier, Michael Winters, Department of Civil Service; Sergio Paneque, Executive Office; James Burris, Sean Carlson, Janet Rouse, Department of Management and Budget; Jean Ingersoll, Randy Knapp, Darby Schlagheck, 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 the minutes of the State Administrative Board for the meeting of June 3, 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:

Mr. Keenan accepted the correspondence 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 March 31, 2003 and a report of investment transactions for the quarter ending March 31, 2003.

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Certified Retention and Disposal Schedule (s)

County of Berrien, Animal Control, 5/26/03

Retention and Disposal Schedule (s):

Department of Career Development, Michigan Community Service Commission, 4/7/03

Department of Education, Office of Professional Preparation and Certification Division, 11/04/2002

Department of Information Technology, Michigan Administrative Information Network, Data Collection & Distribution System, 6/18/02

Department of State Police, Forensic Science Division, 3/26/03

Ms. Wolenberg 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. Croll presented the Finance and Claims Committee Reports covering the regular meeting held June 10, 2003 and the special meeting held June 17, 2003. After presentation and review of the forgoing Committee Reports, Ms. Croll moved that the regular Finance and Claims Committee Report of June 10, 2003 and the special Finance and Claims Committee Report of June 17, 2003 be approved. The motion was supported by Ms. Leffler and unanimously approved.

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Ms. Croll presented the Building Committee Report covering the regular meeting held June 11, 2003. After presentation and review of the forgoing Committee Report, Ms. Croll moved that the regular Building Committee Report of June 11, 2003 be approved and adopted. The motion was supported by Mr. Pavona and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of June 11, 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 11, 2003 be approved and adopted with the withdrawal of Item 55 at the State Administrative Board meeting of June 17, 2003. Supported by Ms. Leffler, the motion was unanimously adopted.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Ms. Wolenberg moved that the meeting be adjourned. Supported by Ms. Leffler, the motion was unanimously adopted. Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON