

HIGHER EDUCATION TRAVEL CONTROL BOARD
October 24, 2018 Meeting Minutes

Board Members

Present:

Marcie Aranda, Chicago State University
Paul McCann, Eastern Illinois University
Bruce Bennett, Illinois Board of Higher Education
Sarah Robinson, Illinois Community College Board
Carla Dietsch, Illinois State University
Deborah Bonnell, Northern Illinois University
Amanda Cannon, Southern Illinois University
Gloria Keeley, University of Illinois
Cheryl Webster, Western Illinois University

Absent:

Andrea Middleton, Governors State University

Guests Present:

Lyle Montgomery, Chicago State University
Kathleen Frossard-Fisher, Governors State University
Tracy McFall, Northeastern Illinois University
Robert O’Bear, Western Illinois University
Rhonda Vail, Western Illinois University
Cathy Young, University of Illinois

Proceedings

- Paul McCann called the meeting to order at 9:32 am.
- Cathy Young conducted roll call. Six members were present for video conference (1-UIC, 3-UIS, 1-UIUC, and 1-WIU). Paul asked for a motion to allow Marcie Aranda, Carla Dietch and Debbie Bonnell to attend via phone. A motion was made by Gloria Keeley and seconded by Cheryl Webster. Motion approved.
- Paul recognized guests from Chicago State University, Governors State University, Northeastern Illinois University, Western Illinois University and University of Illinois.
- The minutes for the July 25, 2018 meeting were presented. Paul asked if there were any questions on the minutes. Hearing none, Paul requested a motion to accept the minutes as submitted. A motion to approve as submitted was made by Cheryl Webster, seconded by Bruce Bennett. Motion approved.

1st Quarter Exceptions for FY19

Chicago State University – 3 exceptions for \$130.20

Eastern Illinois University – 26 exceptions for \$1,497.87

Governors State University – 13 exceptions for \$2,314.03

➤ **Line #9 in the amount of \$1,316.00 pulled for follow up**

Illinois Board of Higher Education – No exceptions to report

Illinois Community College Board – No exceptions to report

Illinois Math and Science Academy – 2 exceptions for \$248.00

Illinois Student Assistance Commission – 3 exception for \$93.30

Illinois State University – 71 exceptions for \$4,842.64

Northeastern Illinois University – 19 exceptions for \$3,195.00
Northern Illinois University – 22 exceptions for \$2,058.07
➤ **Line #11 in the amount of \$292.48 pulled for follow up**
Southern Illinois University Carbondale – 133 exceptions for \$8,909.54
➤ **Line #107 in the amount of \$240.00 pulled for follow up**
Southern Illinois University Edwardsville – 40 exceptions for \$4,899.78
➤ **Line #23 in the amount of \$1,474.00 pulled for follow up**
Southern Illinois University School of Medicine – 4 exceptions for \$310.90
State Universities Civil Service System – No exceptions to report
State Universities Retirement System – 16 exceptions for \$1,303.67
University of Illinois at Chicago – 286 exceptions for \$62,431.29
➤ **Line #96 in the amount of \$842.47 pulled for follow up**
➤ **Line #217 in the amount of \$1,316.00 pulled for follow up**
➤ **Line #225 in the amount of \$336.00 pulled for follow up**
➤ **Line #228 in the amount of \$389.00 pulled for follow up**
University of Illinois at Springfield – 29 exceptions for \$5,649.71
University of Illinois at Urbana-Champaign – 1105 exceptions for \$143,223.39
➤ **Line #152 in the amount of \$212.42 pulled for follow up**
➤ **Line #250 in the amount of \$339.00 pulled for follow up**
➤ **Line #257 in the amount of \$386.06 pulled for follow up**
➤ **Line #264 in the amount of \$461.33 pulled for follow up**
➤ **Line #1046 in the amount of \$212.42 pulled for follow up**
University of Illinois – University Administration – 37 exceptions for \$6,072.41
Western Illinois University – 67 exceptions for \$3,688.36

Paul requested a motion to accept the exception reports as presented, excluding the exceptions pulled for follow up from Governors State University, Northern Illinois University, Southern Illinois University Carbondale, Southern Illinois University Edwardsville, University of Illinois Chicago, and University of Illinois Urbana-Champaign. Motion made by Gloria Keeley. Cheryl Webster seconded. Motion carried.

Other Business

III. Other Business

- Board Member Vacancies
 - i. Paul asked Marcie if she plans to continue serving as representative for Chicago State University. Marcie confirmed that she does. Paul advised that we have a vacancy for Northeastern Illinois University. Cathy advised that Northeastern is working on filling that vacancy.
- Gloria asked for a poll about a group travel issue that auditors believe should be reported. Does anyone report employee's traveling with a team when the room rate exceeds the allowable lodging amount? Paul advised that the HETB does not require it and Eastern does not report it. Cheryl advised that Western considers it contractual and do not report either. Illinois State University agreed with Western. Gloria advised that the University of Illinois does not report either since the employees are part of the group and fall under the contracted group rate.

Paul asked if anyone had any other business to discuss and received no response.

Paul announced the next HETCB meeting is scheduled for Wednesday, January 30, 2019 at 9:30 am and asked for a motion to adjourn the meeting. Motion made by Carla Dietsch and seconded by Debbie Bonnell. Meeting adjourned at 10:04 am.

Submitted by Paul McCann, Chair