

HIGHER EDUCATION TRAVEL CONTROL BOARD

April 28, 2021 Meeting Minutes

Board Members

Present:

Paul McCann, Eastern Illinois University
Kent Clapsaddle, Chicago State University
Andrea Middleton, Governors State University
Tracy Rembusch, Illinois Board of Higher Education
Carla Dietsch, Illinois State University
Deborah Bonnell, Northern Illinois University
Agnes Arnold, Southern Illinois University
Brent Rasmus, University of Illinois
Cheryl Webster, Western Illinois University

Absent:

Illinois Community College Board
Tracy McFall, Northeastern Illinois University

Guests Present:

Jahdzia (Zia) Diaz, Illinois Community College Board
Cathy Young, University of Illinois

Proceedings

- Paul McCann called the meeting to order at 9:33 am.
- Cathy Young conducted roll call. Nine members were present via Zoom.
- Paul welcomed guests Zia Diaz from Illinois Community College Board and Cathy Young from University of Illinois System.
- The minutes for the January 27, 2021 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 Brent Rasmus, seconded by Carla Dietsch. Motion approved.

3rd Quarter Exceptions for FY21:

Chicago State University – No exceptions to report
Eastern Illinois University – No exceptions to report
Governors State University – No exceptions to report
Illinois Board of Higher Education – No exceptions to report
Illinois Community College Board – No exceptions to report
Illinois Math and Science Academy – No exceptions to report
Illinois Student Assistance Commission – No exceptions to report
Illinois State University – No exceptions to report
Northeastern Illinois University – No exceptions to report
Northern Illinois University – 11 exceptions for \$536.00
Southern Illinois University Carbondale – 11 exceptions for \$131.00
Southern Illinois University Edwardsville – No exceptions to report
Southern Illinois University School of Medicine – 2 exceptions for \$33.05
State Universities Civil Service System – No exceptions to report
State Universities Retirement System – No exceptions to report

University of Illinois Chicago – 2 exceptions for \$153.00
University of Illinois Springfield – 1 exception for \$2.40
University of Illinois Urbana-Champaign – 57 exceptions for \$8,135.23
University of Illinois System Administration – 34 exception for \$960.74
Western Illinois University – 1 exception for \$20.00

Paul requested a motion to accept the exception reports as presented. Motion made by Brent Rasmus. Cheryl Webster seconded. Motion carried.

Other Business

I. Other Business

- Email from SIU
 - i. Meal Per Diem Rates – Because of the increase in prices should the HETCB consider raising the meal per diem? Paul advised that the HETCB does not control the meal per diem rates. The rates are controlled by the state travel regulation council which the HETCB reports to. The state TRC meets once per year in December. The HETCB has the option to bring this topic to the board. Historically, the TRC has not been willing to increase per diem due to budgetary and political reasons. Paul advised he will bring this topic to the TRC board meeting in December. Agnes advised there was a proposal to raise per diem in 2001 but no increase since 1995. Brent advised the U of I would support bringing the question to the TRC again. Cheryl advised WIU would support also.
 - ii. Original vs. Electronic Receipts – The Illinois Comptroller’s office advised that electronic receipts are allowed vs original paper receipts. Paul advised the HETCB does not control this and it’s up to each institution to decide what they want to require for their institution.

Paul asked if anyone had anything else to discuss and received no response.

Paul asked for a motion to adjourn the meeting. Motion made by Carla Dietsch and seconded by Kent Clapsaddle. Paul adjourned the meeting at 9:57 am.

Submitted by Paul McCann, Chair