

HIGHER EDUCATION TRAVEL CONTROL BOARD
January 25, 2023 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
Zachary Vespa, Illinois Community College Board
Carla Dietsch, Illinois State University
Deborah Bonnell, Northern Illinois University
Agnes Arnold, Southern Illinois University
Susie Baker, University of Illinois System
Jessica Dunn, Western Illinois University

Absent:

Tracy McFall, Northeastern Illinois University

Guests Present:

Cathy Young, University of Illinois System

Proceedings

- Paul McCann called the meeting to order at 9:31 am.
- Cathy Young conducted roll call. Six members were present via video conference (1-CSU, 1-EIU, 1-ISU, 1-UIUC, 1-SIU and 1-WIU). Four members attended by phone (GSU, IBHE, ICCB, and NIU).
- The minutes for the October 26, 2022 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 Carla Dietsch, seconded by Tracy Rembusch. Motion approved.

2nd Quarter Exceptions for FY23:

Chicago State University – 1 exception for \$66.00
Eastern Illinois University – 23 exceptions for \$1,659.18
Governors State University – 10 exceptions for \$2,673.23
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 – 4 exceptions for \$1,079.86
Illinois State University – 38 exceptions for \$3,583.72
Northeastern Illinois University – 5 exceptions for \$426.59
Northern Illinois University – 39 exceptions for \$4331.78
Southern Illinois University Carbondale – 93 exceptions for \$6,656.72
 ➤ **Line 45 in the amount of \$312.10 pulled for follow up**
Southern Illinois University Edwardsville – 41 exceptions for \$6,080.33
Southern Illinois University School of Medicine – 9 exceptions for 463.40
State Universities Civil Service System – No exceptions to report
State Universities Retirement System – 11 exceptions for \$1,783.58
University of Illinois at Chicago – Current information not available

University of Illinois at Springfield – Current information not available
University of Illinois at Urbana-Champaign – Current information not available
University of Illinois – University Administration – Current information not available
Western Illinois University – 48 exceptions for \$2,252.32

Susie Baker explained that the UIL System has identified the issue and is in the process of purchasing the expense module to capture location. UIL will catch up on lodging exceptions in the next quarter report.

Paul requested a motion to accept the exception reports as presented. Motion made by Kent Clapsaddle. Carla Dietsch seconded. Motion carried.

Other Business

I. Other Business

a. Meal per diem and GSA lodging rates

Paul shared that changes were made to the State of Illinois statutes for meal per diem and lodging limitations. The governor signed House bill 4285 on Monday January 23, 2023, which increased meal per diems for state employees and allowed higher ed institutions to follow the lodging rates established by the General Services Administration (GSA). Since the new lodging rates only apply to higher ed, the JCAR Regulations must be updated before HETCB institutions can apply them.

Paul asked if board members wanted to hold a special meeting to accept the new lodging rates. Kent asked if a special meeting was needed. Paul advised that a board member could make a motion to approve the new rates. Kent made a motion to approve the GSA lodging allowances as stated in House bill 4285. Tracy Rembusch seconded. All in favor. None opposed. Motion carried.

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

Paul advised the next meeting is scheduled for Wednesday, April 26, 2023, and asked for a motion to adjourn the meeting. Motion made by Carla and seconded by Kent.

Meeting adjourned at 9:53 am.

Submitted by Paul McCann, Chair