

HIGHER EDUCATION TRAVEL CONTROL BOARD
October 26, 2022 Meeting Minutes

Board Members

Present:

Paul McCann, Eastern Illinois University
Kent Clapsaddle, Chicago State University
Tracy Rembusch, Illinois Board of Higher Education
Zachary Vespa, Illinois Community College Board
Carla Dietsch, Illinois State University
Tracy McFall, Northeastern Illinois University
Deborah Bonnell, Northern Illinois University
Agnes Arnold, Southern Illinois University
Susie Baker, University of Illinois System
Cheryl Webster, Western Illinois University

Absent:

Andrea Middleton, Governors State University

Guests Present:

Jessica Dunn, Western Illinois University
Cathy Young, University of Illinois System

Proceedings

- Paul McCann called the meeting to order at 9:35 am.
- Cathy Young conducted roll call. Six members were present for video conference (1-IBHE, 1-ISU, 2-UIUC, 1-SIU and 1-WIU). Four members attended via phone (CSU, ICCB, NEIU and NIU).
- Paul recognized guests from Western Illinois University and University of Illinois.
- The minutes for the July 27, 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 Susie Baker, seconded by Carla Dietsch. Motion approved.

1st Quarter Exceptions for FY23:

Chicago State University – No exceptions to report
Eastern Illinois University – 13 exceptions for \$2,580.83
Governors State University – 6 exceptions for \$749.53
Illinois Board of Higher Education – No exceptions report
Illinois Community College Board – No exceptions report
Illinois Math and Science Academy – 2 exceptions for \$138.00
Illinois Student Assistance Commission – 8 exceptions for \$902.59
Illinois State University – 27 exceptions for \$3,136.88
Northeastern Illinois University – 6 exceptions for \$1,440.85
Northern Illinois University – 40 exceptions for \$2,638.57
Southern Illinois University Carbondale – 143 exceptions for \$11,697.47
Southern Illinois University Edwardsville – 33 exceptions for \$2,374.48
Southern Illinois University School of Medicine – 24 exceptions for 3,754.12

- **Line 21 in the amount of \$754.11 pulled for follow up**
- **Line 22 in the amount of \$754.11 pulled for follow up**

- **Line 23 in the amount of \$754.11 pulled for follow up**
- State Universities Civil Service System – No exceptions to report
- State Universities Retirement System – 2 exceptions for \$226.00
- 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 – 32 exceptions for \$2,727.00

Cheryl questioned line 3 on the ISU report and Carla provided an acceptable justification so the line was not pulled.

Susie Baker explained that progress is being made in capturing location for reporting from the University of Illinois' new expense system and the system should be able to catch up and provide all lodging exceptions in the next quarter report.

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

Other Business

I. Other Business

- Airbnb
 - i. How do schools calculate Airbnb for exceptions report?
 1. SIU adds cleaning and service fees for total per night cost
 2. ISU does not reimburse cleaning or service fees
 3. EIU includes the cleaning and service fee in total room cost also but the decision on how to calculate is up to each institution
 4. There was discussion on SIU School of Medicine lines 21, 22, and 23. Paul advised we will pull and correct those lines.
 - ii. Kent asked how the schools felt about Airbnb and VRBO as a rule. NEIU does not allow for either. SIU does not allow but they're still being used. Susie shared that U of I requires employee to sign agreement and use a personal credit card, university T-Cards are not allowed and also requires a cost comparison with hotels in area.
- Per Diem
 - i. Paul advised there was success with increasing meal per diem at the Travel Regulation Council meeting. Paul asked for rates to be raised to GSA allowances but received approval to increase to \$44 for in state and \$48 for out of state instead. This increase must also be approved by JCAR before it can be entered into state calculations. Paul hopes the increase will be in place by end of December 2022. Paul thanked Susie for the detailed information she provided to assist with Paul's justification.
 - ii. Paul is still trying to get the lodging allowances for in state and out of state raised due to inflation, etc.
- Ethics Training
 - i. Carla is still waiting for 3 certificates and asked the board to complete the required training as soon as possible.
 1. Cheryl advised that she will be retiring from WIU on Dec. 31st and Jessica Dunn will be replacing her. Will Jessica have to take training? Carla advised she would not for 2022.

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

Paul advised the next meeting is scheduled for Wednesday, January 25, 2023, then asked for a motion to adjourn the meeting. Motion made by Susie and seconded by Tracy.

Meeting adjourned at 10:10 am.

Submitted by Paul McCann, Chair