

HIGHER EDUCATION TRAVEL CONTROL BOARD
January 27, 2015 Meeting Minutes

Board Members

Present:

Paul McCann, Eastern Illinois University
Bruce Bennett, Illinois Board of Higher Education
Andrew Jenkins, Illinois Community College Board
Mary Kentzler, Illinois State University
Deborah Bonnell, Northern Illinois University
Connie Hess, SIU School of Medicine
Duane Elmore, University of Illinois
Cheryl Webster, Western Illinois University

Absent:

Charon Frazier-Parks, Chicago State University
Karen Kissell, Governor's State University
Katie Smith, Northeastern Illinois University

Guests Present:

Holly Spence, Western Illinois University
Rhonda Vail, Western Illinois University
Ginger Velazquez, University of Illinois
Cathy Young, University of Illinois
Steve Hochstetler, Office of Executive Inspector General

Proceedings

- Mary Kentzler called the meeting to order at 9:30 a.m.
- Cathy Young conducted roll call. Seven members were present for video conference (3-UIS, 3-UIUC, and 1-WIU). Mary asked for a motion to allow Deborah Bonnell to participate via phone. A motion was made by Bruce Bennett and seconded by Cheryl Webster. Motion approved.
- Mary Kentzler recognized new members from University of Illinois, Duane Elmore, Illinois Board of Higher Education, Bruce Bennett, and Illinois Community College Board, Andrew Jenkins.
- Mary Kentzler also recognized guests present from Western Illinois University, University of Illinois, and the Office of Executive Inspector General.
- The minutes for the October 28, 2014 meeting were presented, no changes were noted. Mary Kentzler requested a motion to accept the minutes as submitted. A motion to approve as submitted was made by Connie Hess, seconded by Duane Elmore. Motion approved.

2nd Quarter Exceptions for FY15

III. 2nd Quarter Exceptions for FY15

- Chicago State University – 10 exceptions for \$906.28
- **Line #2 in the amount of \$418.68 pulled for follow up**
- Eastern Illinois University – 41 exceptions for \$2,066.30
- **Line #5 in the amount of \$118.00 pulled for follow up**
 - **Line #21 in the amount of \$76.00 pulled for follow up**
 - **Line #39 in the amount of \$147.00 pulled for follow up**
- Governors State University – 10 exceptions for \$1,574.97
- Illinois Board of Higher Education – No exceptions to report
- Illinois Community College Board – No exceptions to report
- Illinois Math and Science Academy – 1 exception for \$202.55
- Illinois Student Assistance Commission – 7 exceptions for \$401.00
- Illinois State University – 59 exceptions for \$4,193.71
- Northeastern Illinois University – 8 exceptions for \$507.90
- Northern Illinois University – 4 exceptions for \$98.05
- Southern Illinois University Carbondale – 129 exceptions for \$6,273.92
- **Line #126 removed from report since transaction amount was \$0.00**
 - **New total for SIU-C is 128 exceptions for \$6,273.92**
- Southern Illinois University Edwardsville – 64 exceptions for \$3,686.38
- **Line #9 in the amount of \$20.04 pulled for follow up**
 - **Line #31 in the amount of \$20.04 pulled for follow up**
- Southern Illinois University School of Medicine – 4 exceptions for \$565.98
- State Universities Civil Service System – No exceptions to report
- State Universities Retirement System – 11 exceptions for \$702.20
- University of Illinois at Chicago – 340 exceptions for \$51,938.43
- **Line #37 in the amount of \$65.86 pulled for follow up**
 - **Line #38 in the amount of \$65.86 pulled for follow up**
 - **Line #43 in the amount of \$744.00 pulled for follow up**
 - **Line #49 in the amount of \$213.00 pulled for follow up**
 - **Line #128 in the amount of \$777.00 pulled for follow up**
 - **Line #142 in the amount of \$444.36 pulled for follow up**
 - **Line #144 in the amount of \$658.00 pulled for follow up**
 - **Line #211 in the amount of \$140.00 pulled for follow up**
- University of Illinois at Springfield – 39 exceptions for \$3,316.41
- University of Illinois at Urbana-Champaign – 1256 exceptions for \$128,777.26
- **Line #34 in the amount of \$518.00 pulled for follow up**
 - **Line #65 in the amount of \$114.00 pulled for follow up**
 - **Line #120 in the amount of \$524.00 pulled for follow up**
 - **Line #150 in the amount of \$70.00 pulled for follow up**
 - **Line #279 in the amount of \$276.00 pulled for follow up**
 - **Line #348 in the amount of \$1305.00 pulled for follow up**
 - **Line #360 in the amount of \$273.00 pulled for follow up**
 - **Line #399 in the amount of \$639.80 pulled for follow up**

- **Line #416 in the amount of \$195.00 pulled for follow up**
- **Line #433 in the amount of \$91.00 pulled for follow up**
- **Line #456 in the amount of \$156.00 pulled for follow up**
- **Line #457 in the amount of \$569.74 pulled for follow up**
- **Line #475 in the amount of \$117.00 pulled for follow up**
- **Line #634 in the amount of \$672.00 pulled for follow up**
- **Line #636 in the amount of \$818.00 pulled for follow up**
- **Line #644 in the amount of \$273.00 pulled for follow up**
- **Line #645 in the amount of \$312.00 pulled for follow up**
- **Line #665 in the amount of \$897.00 pulled for follow up**
- **Line #785 in the amount of \$784.00 pulled for follow up**
- **Line #807 in the amount of \$927.00 pulled for follow up**
- **Line #822 in the amount of \$239.95 pulled for follow up**
- **Line #889 in the amount of \$273.00 pulled for follow up**
- **Line #901 in the amount of \$215.00 pulled for follow up**
- **Line #918 in the amount of \$273.00 pulled for follow up**
- **Line #923 in the amount of \$234.00 pulled for follow up**
- **Line #990 in the amount of \$1008.00 pulled for follow up**
- **Duane is to confirm that lines with Urbana-Champaign locations are headquartered elsewhere.**

University of Illinois – University Administration – 73 exceptions for \$3,583.93
 Western Illinois University – 52 exceptions for \$2,246.42

Mary Kentzler requested a motion to accept the exception reports as presented, excluding the exceptions pulled for follow up from Chicago State University, Eastern Illinois University, Southern Illinois University Carbondale, Southern Illinois University Edwardsville, University of Illinois at Chicago, and University of Illinois at Urbana-Champaign. Paul McCann made a motion to accept the reports as presented minus the exceptions pulled for follow up. Debbie Bonnell seconded. Motion carried.

Other Business

- Mileage allowance increased from \$.56 to \$.575/mile, effective 1/1/15.
- Mary thanked everyone for completing the Ethics Training and advised that the report has been submitted.
- NIU Exceptions:
 - i. Suttenfield – A request was made for an exception to travel regulations. The request was not specific on the type of exception being requested. The employee's headquarters was in Dekalb during the time the transactions were submitted. Travel Regulation Council Section 3000.140 says an employee is on travel status when away from headquarters. Since the employee was not on travel status, Mary advised the exception did not fall under travel, and made a motion to not act on this request since the HETCB only reviews travel exceptions. Motion seconded by Connie Hess. Motion carried.
 - ii. Walters – A request was made for an exception to travel regulations. The request was not specific on the type of exception being requested. Not enough

information provided for Board to review. Duane Elmore made a motion to table this exception until the 3rd quarter meeting so additional information could be obtained. Paul McCann seconded. Motion carried.

iii. Rodriguez - A request was made for an exception to travel regulations. The request was not specific on the type of exception being requested. Per NIU, her employment start date was 5/16/14. Travel regulations apply to employees. The airfare 5/13-15/14 was prior to her start date so does not fall under the HETCB regulations. The lodging 5/16/14 for three nights was in headquarters so does not fall under travel regulations. The airfare upgrade 4/30/14 is prior to her start date so is not travel. The restaurant expenses 8/15/14 and 8/20/14 were in headquarters so do not fall under travel regulations. The only transaction that could be considered by the Board was the airfare 8/13-22/14. There was not enough information provided for the Board to review the 8/13-22/14 airfare. Mary made a motion to not act on 5 transactions that do not fall under HETCB regulations and to table the airfare exception until the 3rd quarter meeting so additional information could be obtained. Duane Elmore seconded. Motion carried.

- Mary attended the Travel Regulation Council meeting on 11/19/14. Advised that no lodging allowance rates were increased. The TRC wants more information to justify increasing any rates. Language regarding dependent care does not need to be added since it is not intended to be covered and state funds are not allowed to be used.
- Mary advised the second notice for the regulation language change is still moving forward.
- Mary advised that meal allowance for same day travel and taxability of meal allowance is an institution decision, not a HETCB decision.
- Chair and Vice Chair elections:
 - i. Mary nominated Duane Elmore for Chair. Nomination seconded by Debbie Bonnell. Motion carried.
 - ii. Duane asked for nominations or volunteers for Vice Chair. Paul McCann volunteered for Vice Chair. Duane made a motion to accept Paul McCann as Vice Chair. Mary seconded. Motion carried.
- Ethics Officer Election:
 - i. Duane asked for nominations for an Ethics Officer. Paul McCann nominated Cheryl Webster. Duane made a motion to accept Cheryl Webster as Ethics Officer. Mary seconded. Motion carried.

Duane Elmore announced the next meeting of the HETCB is scheduled for April 28, 2015 at 9:30 am. Duane also advised that the U of I meeting location is moving to Illini Plaza on Neil Street so the video conference and teleconference destination numbers will be different on all future agendas.

Duane asked if there was a motion to adjourn the meeting. Motion made by Mary Kentzler, seconded by Duane Elmore. Meeting adjourned at 10:25 a.m.

Submitted by Duane Elmore, Chair