

HIGHER EDUCATION TRAVEL CONTROL BOARD
July 29, 2014 Meeting Minutes

Board Members

Present:

Bruce Bennett, Illinois Community College Board
Charon Frazier-Parks, Chicago State University
Connie Hess, SIU School of Medicine
Kathrin (Katie) Smith, Northeastern Illinois University
Mary Kentzler, Illinois State University
Paul McCann, Eastern Illinois University
Deborah Bonnell, Northern Illinois University
Deb VonDeBur, Illinois Board of Higher Education
Ginger Velazquez, University of Illinois
Cheryl Webster, Western Illinois University

Absent:

Karen Kissell, Governor's State University

Guests Present:

Holly Spence, Western Illinois University
Cathy Young, University of Illinois

Proceedings

- Charon Frazier-Parks called the meeting to order at 9:44 a.m.
- Cathy Young conducted roll call. Seven members were present for video conference (2-UIS, 1-ISU, 2-UIUC, 1-WIU, 1-GSU). Charon asked for a motion to allow Deb VonDeBur, Katie Smith, and Deborah Bonnell to participate via phone. A motion was made by Paul McCann and seconded by Mary Kentzler. Motion approved.
- Charon Frazier-Parks recognized new members from Northeastern Illinois University, Kathrin Smith, and University of Illinois, Ginger Velazquez.
- Charon Frazier-Parks also recognized guests present from Western Illinois University and University of Illinois.
- The minutes for the April 29, 2014 meeting were presented. An error was noted in the last paragraph under Exceptions pulled. Northern Illinois University should say Northeastern Illinois University. Cathy Young will make the correction.
- Charon Frazier-Parks requested a motion to accept the minutes pending the noted correction. A motion to approve was made by Paul McCann, seconded by Connie Hess. Motion approved.

4th Quarter Exceptions for FY14

III. 4th Quarter Exceptions for FY14

Chicago State University – No exceptions to report

- **Line #1 in the amount of \$327.00 pulled for follow up**
- **Line #2 in the amount of \$46.00 pulled for follow up**
- **Line #3 in the amount of \$124.00 pulled for follow up**
- **Line #4 in the amount of \$90.00 pulled for follow up**

Eastern Illinois University – 55 exceptions for \$3,743.24

- **Line #19 in the amount of \$304.00 pulled for follow up**
- **Line #44 in the amount of \$119.00 pulled for follow up**

Governors State University – 19 exceptions for \$2,946.96

- **Line #6 in the amount of \$123.13 pulled for follow up**
- **Line #19 in the amount of \$116.62 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 – 5 exceptions for \$143.96

Illinois Student Assistance Commission – No exceptions to report

- **Line #1 in the amount of \$867.00 pulled for follow up**
- **Line #2 in the amount of \$578.00 pulled for follow up**
- **Line #3 in the amount of \$578.00 pulled for follow up**

Illinois State University – 114 exceptions for \$8,553.26

Northeastern Illinois University – 31 exceptions for \$5,575.40

- **Line #3 in the amount of \$358.00 pulled for follow up**
- **Line #6 in the amount of \$308.00 pulled for follow up**
- **Line #8 in the amount of \$488.96 pulled for follow up**

Northern Illinois University – No exceptions reported

Southern Illinois University Carbondale – 136 exceptions for \$12,118.02

- **Line #19 in the amount of \$101.00 pulled for follow up**
- **Line #80 in the amount of \$94.00 pulled for follow up**

Southern Illinois University Edwardsville – 30 exceptions for \$2,986.01

Southern Illinois University School of Medicine – 12 exceptions for \$881.59

State Universities Civil Service System – No exceptions to report

State Universities Retirement System – 32 exceptions for \$3,657.99

University of Illinois at Chicago – 303 exceptions for \$53,550.03

- **Line #5 in the amount of \$96.00 pulled for follow up**
- **Line #13 in the amount of \$509.00 pulled for follow up**
- **Line #18 in the amount of \$1,052.00 pulled for follow up**
- **Line #19 in the amount of \$1,052.00 pulled for follow up**
- **Line #29 in the amount of \$307.69 pulled for follow up**
- **Line #71 in the amount of \$915.00 pulled for follow up**
- **Line #300 in the amount of \$109.00 pulled for follow up**
- **Line #308 in the amount of \$642.00 pulled for follow up**
- **Line #309 in the amount of \$1,650.00 pulled for follow up**

University of Illinois at Springfield – 27 exceptions for \$2,884.65

University of Illinois at Urbana-Champaign – 976 exceptions for \$102,250.97

- **Line #110 in the amount of \$196.00 pulled for follow up**
- **Line #207 in the amount of \$540.00 pulled for follow up**
- **Line #443 in the amount of \$920.00 pulled for follow up**
- **Line #484 in the amount of \$230.00 pulled for follow up**
- **Line #803 in the amount of \$1,119.00 pulled for follow up**
- **Line #839 in the amount of \$327.00 pulled for follow up**
- **Line #858 in the amount of \$200.20 pulled for follow up**
- **Line #859 in the amount of \$200.20 pulled for follow up**

University of Illinois – University Administration – 74 exceptions for \$4,448.71

Western Illinois University – 66 exceptions for \$4,156.52

Mary Kentzler noted that Line #35 should have been removed from the NEIU report due to taxes being including by mistake making the nightly rate under the allowable amount. Cathy Young will remove line #35.

Paul McCann noted the significantly high rates being paid in Springfield. Connie Hess responded that Abraham Lincoln hotel is now requiring a 2 night minimum stay.

Mary Kentzler reminded everyone that per sections 2900.70.b. and 2900.100, conference hotel exceptions should not be included on the exception reports. Per Travel Regulation Council section 3000.130, the regulations apply to full and part-time employees. Non-employee travel should not be included on the exception reports. NOTE: Additional requirements in section 3000.130a) 2) or 3).

Charon Frazier-Parks requested a motion to accept the exception reports as presented, excluding the exceptions pulled for follow up from Chicago State University, Governors State University, Illinois Student Assistance Commission, Northeastern Illinois University, Southern Illinois University Carbondale, University of Illinois at Chicago, and University of Illinois at Urbana-Champaign. Connie Hess made a motion to accept the reports as presented minus the exceptions pulled for follow up. Bruce Bennett seconded. Motion carried.

Other Business

- Ginger Velazquez asked if ‘Source of Fund’ and ‘Exception Type’ headings were necessary on the quarterly exception reports since funding type does not affect exceptions and all exceptions are for lodging. Suggested adding ‘Lodging’ to title of report instead. Charon Frazier-Parks made a motion for Cathy Young to update the quarterly exception report template. Ginger seconded. Motion carried.
- Update on proposed HETCB bylaws section 80-2900 posted in the 3/14/14 Illinois. Second notice was mailed to JCAR on June 3, 2014.
- New Board Representatives from Northeastern Illinois University, Katie Smith, and University of Illinois, Ginger Velazquez.

- Travel reimbursement question submitted from Chicago State University regarding reimbursement of travel insurance. Board members responded that travel insurance is reimbursed for international travel only with an approved exception prior to travel.
- Travel reimbursement question submitted from Chicago State University regarding conference fee reimbursement within headquarters. Board members responded that this is allowed.
- Travel reimbursement question submitted from Northern Illinois University regarding mileage reimbursement within headquarters. Board members discussed their campuses allowing or not allowing mileage within headquarters. Each campus has to determine how they interpret the regulations and if this expense is allowed.
- E-mail request from NBC-5 in Chicago for a list of 12 months of exceptions submitted to the HETCB. Cathy Young will respond providing the last four quarterly summary reports as submitted to the Legislative Audit Commission (LAC). If additional information is requested, a FOIA request must be submitted to each individual institution.

Charon Frazier-Parks announced the next meeting of the HETCB is scheduled for October 28, 2014 at 9:30 am.

Charon asked if there was a motion to adjourn the meeting. Motion made by Ginger Velazquez, seconded by Cheryl Webster. Meeting adjourned at 10:59 a.m.

Submitted by Charon Frazier-Parks, Chair