

HIGHER EDUCATION TRAVEL CONTROL BOARD
October 28, 2014 Meeting Minutes

Board Members

Present:

Bruce Bennett, Illinois Community College Board
Connie Hess, SIU School of Medicine
Katie Smith, Northeastern Illinois University
Mary Kentzler, Illinois State University
Paul McCann, Eastern Illinois University
Deborah Bonnell, Northern Illinois University
Tracy Goodall, Illinois Board of Higher Education
Ginger Velazquez, University of Illinois
Cheryl Webster, Western Illinois University

Absent:

Charon Frazier-Parks, Chicago State University
Karen Kissell, Governor's State University

Guests Present:

Duane Elmore, University of Illinois
Matthew Bierman, Western Illinois University
Rhonda Vail, Western Illinois University
Cathy Young, University of Illinois

Proceedings

- Mary Kentzler called the meeting to order at 9:31 a.m.
- Cathy Young conducted roll call. Eight members were present for video conference (3-UIS, 3-UIUC, 1-WIU, 1-GSU). Mary asked for a motion to allow Deborah Bonnell to participate via phone. A motion was made by Paul McCann and seconded by Ginger Velazquez. Motion approved.
- Mary Kentzler recognized a new member from Illinois Board of Higher Education, Tracy Goodall.
- Mary Kentzler also recognized guests present from Western Illinois University and University of Illinois.
- The minutes for the July 29, 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 Paul McCann, seconded by Bruce Bennett. Motion approved.

1st Quarter Exceptions for FY15

III. 1st Quarter Exceptions for FY15

Chicago State University – 10 exceptions for \$935.00
 Eastern Illinois University – 35 exceptions for \$3,669.93
 Governors State University – 24 exceptions for \$4,021.91
 Illinois Board of Higher Education – 1 exception for \$46.00
 Illinois Community College Board – No exceptions to report
 Illinois Math and Science Academy – 3 exceptions for \$81.00
 Illinois Student Assistance Commission – 12 exceptions for \$2,770.00
 Illinois State University – 81 exceptions for \$7,508.96
 Northeastern Illinois University – 17 exceptions for \$2,952.65
 Northern Illinois University – No exceptions to report
 Southern Illinois University Carbondale – 84 exceptions for \$7085.42
 ➤ **Line #6 in the amount of \$1170.00 pulled for follow up**
 Southern Illinois University Edwardsville – 46 exceptions for \$5,516.18
 Southern Illinois University School of Medicine – 9 exceptions for \$1391.47
 State Universities Civil Service System – No exceptions to report
 State Universities Retirement System – 9 exceptions for \$689.99
 University of Illinois at Chicago – 217 exceptions for \$37,196.99
 ➤ **Line #216 in the amount of \$109.00 pulled for follow up**
 University of Illinois at Springfield – 17 exceptions for \$918.70
 University of Illinois at Urbana-Champaign – 1141 exceptions for \$113,094.35
 University of Illinois – University Administration – 51 exceptions for \$5,313.79
 Western Illinois University – 37 exceptions for \$2,100.72

Mary Kentzler requested a motion to accept the exception reports as presented, excluding the exceptions pulled for follow up from Southern Illinois University Carbondale and University of Illinois at Chicago. Connie Hess made a motion to accept the reports as presented minus the exceptions pulled for follow up. Katie Smith seconded. Motion carried.

Other Business

- Mary advised that Cathy Young is following up with JCAR on the status of the second notice and if it was published. The second notice was mailed to JCAR on June 3, 2014.
- Mary advised that the TA-2 Headquarters report should not include non-employees but should include student employees. Mary will e-mail the statute that discusses this to the Board.
- A travel voucher rejected by the Illinois Office of the Comptroller (IOC) was submitted from Illinois Math and Science Academy pending HETCB approval. Board members discussed that neither the HETCB nor the Travel Regulation Council regulations disallow trip insurance. Because this expense is not considered unallowable by the regulations, the IOC does not need HETCB approval for reimbursement.

- Mary advised the next Travel Regulation Council meeting will be held on November 19, 2014. Mary will attend this meeting if Charon is not. Mary asked if there was anything the Board wanted her to discuss.
 - Paul McCann asked Mary to address the low lodging allowance rates. Mary had already contacted Kelley Wells, Travel Coordinator for the state of IL, regarding the \$110.00 allowable rate for New York City. Kelley advised that the Governors Travel Control Board obtains 3 quotes and as long as the lowest quote is chosen, they do not report if the lodging allowance is exceeded. Thus, she didn't feel the \$110.00 rate was an issue since they have very few exceptions.
 - Ginger requested that Mary inquire if Required Location exceptions should be reported.
 - Mary will discuss the dependent care section of the new OMB circular with the TRC. The language says this type of expense follows institution practices and nothing in travel regulations excludes it.
 - Mary will report what she learns at January's meeting

- Paul asked if Illinois State University was the only school with Employee Controlled Housing. Ginger responded that U of I has it also and has submitted a report in the past.

- Ginger advised that she is in the process of getting a letter of appointment for Duane Elmore, the new Director of Procurement for the University of Illinois, to replace her as Board representative. If she is able to get this letter prior to the January 2015 meeting, the location of the January 2015 HETCB meeting may move to Illini Plaza.

Mary Kentzler announced the next meeting of the HETCB is scheduled for January 27, 2015 at 9:30 am.

Mary asked if there was a motion to adjourn the meeting. Motion made by Bruce Bennett, seconded by Paul McCann. Meeting adjourned at 10:08 a.m.

Submitted by Mary Kentzler, Vice-Chair