

HIGHER EDUCATION TRAVEL CONTROL BOARD
April 28, 2015 Meeting Minutes

Board Members

Present:

Charon Frazier-Parks, Chicago State University
Paul McCann, Eastern Illinois University
Bruce Bennett, Illinois Board of Higher Education
Andrew Jenkins, Illinois Community College Board
Mary Kentzler, Illinois State University
Katie Smith, Northeastern Illinois University
Deborah Bonnell, Northern Illinois University
Duane Elmore, University of Illinois
Cheryl Webster, Western Illinois University

Absent:

Karen Kissell, Governor's State University
Connie Hess, SIU School of Medicine

Guests Present:

Katie Frossard, Governors State University
Steve Hochstetler, Office of Executive Inspector General
Cathy Young, University of Illinois

Proceedings

- Duane Elmore apologized for the technical difficulties due to the change in meeting location and called the meeting to order at 10:12 a.m.
- Cathy Young conducted roll call. Seven members were present for video conference (2-ISU, 2-UIS, 2-UIUC, and 1-WIU). Duane asked for a motion to allow Charon Frazier-Parks and Katie Smith to participate via phone. A motion was made by Paul McCann and seconded by Bruce Bennett. Motion approved.
- Duane asked if any guests were present then recognized guests from Governors State University, the Office of Executive Inspector General, and University of Illinois.
- The minutes for the January 27, 2015 meeting were presented. Debbie Bonnell stated she was listed in error as seconding a couple motions. Duane Elmore requested a motion to accept the minutes as submitted. A motion to approve as submitted was made by Katie Smith, seconded by Mary Kentzler. Motion approved.

3rd Quarter Exceptions for FY15

Chicago State University – 5 exceptions for \$445.33
Eastern Illinois University – 44 exceptions for \$2,710.65
Governors State University – 15 exceptions for \$1,436.00
Illinois Board of Higher Education – No exceptions to report

Illinois Community College Board – No exceptions to report
 Illinois Math and Science Academy – 3 exceptions for \$83.00
 Illinois Student Assistance Commission – 3 exceptions for \$462.00
 Illinois State University – 46 exceptions for \$2,771.21
 Northeastern Illinois University – 19 exceptions for \$2,693.10
 Northern Illinois University – 7 exceptions for \$612.00
 Southern Illinois University Carbondale – 120 exceptions for \$6,509.23

- **Line #88 in the amount of \$360.00 pulled for follow up**
- **Line #103 in the amount of \$716.00 pulled for follow up**

 Southern Illinois University Edwardsville – 34 exceptions for \$2,651.77
 Southern Illinois University School of Medicine – 4 exceptions for \$199.95
 State Universities Civil Service System – No exceptions to report
 State Universities Retirement System – 4 exceptions for \$108.00
 University of Illinois at Chicago – 249 exceptions for \$45,791.78

- **Line #101 in the amount of \$638.98 pulled for follow up**
- **Line #114 in the amount of \$1,092.00 pulled for follow up**
- **Line #134 in the amount of \$1,182.99 pulled for follow up**
- **Line #202 in the amount of \$1,737.00 pulled for follow up**

 University of Illinois at Springfield – 20 exceptions for \$1,323.87
 University of Illinois at Urbana-Champaign – 1032 exceptions for \$119,642.84

- **Line #45 in the amount of \$209.99 pulled for follow up**
- **Line #46 in the amount of \$598.00 pulled for follow up**
- **Line #47 in the amount of \$598.00 pulled for follow up**
- **Line #48 in the amount of \$598.00 pulled for follow up**
- **Line #49 in the amount of \$209.99 pulled for follow up**
- **Line #331 in the amount of \$419.98 pulled for follow up**
- **Line #472 in the amount of \$232.00 pulled for follow up**
- **Line #850 in the amount of \$618.84 will be removed due to foreign travel**
- **Line #900 in the amount of \$276.00 pulled for follow up**
- **Line #901 in the amount of \$356.00 pulled for follow up**

 University of Illinois – University Administration – 45 exceptions for \$3,785.29
 Western Illinois University – 59 exceptions for \$2,127.77

Duane Elmore requested a motion to accept the exception reports as presented, excluding the exceptions pulled for follow up from Southern Illinois University Carbondale, 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. Katie Smith seconded. Motion carried.

Other Business

- Regulation language change
 - i. Adopted Rules accepted and published in Volume 30, Issue 11 of the Illinois Register, dated 3/13/2015.
- Ethics Offer notifications sent to the Office of Executive Inspector General (OEIG) and Executive Ethics Commission (EEC).

- Student Employee Travel:
 - i. Governors State sent an e-mail asking how each school handles students who travel to further their educational goals but are also employed at GSU. Do the travel regulations apply to them or not?
 1. Mary Kentzler advised that students traveling as employees for ISU must follow travel regulations.
 2. Duane Elmore advised that U of I is the same as ISU.
 3. Cheryl Webster advised that Western treats them as students first and does not apply travel regulations however, graduate assistants are treated as regular employees.
 4. Debbie Bonnell advised that NIU determines if travel is related to coursework for student or employee appointment first.
 5. Katie Smith advised that NEIU is the same as NIU.
- NIU Exceptions:
 - i. There were two requests for exception submitted at the 2nd quarter meeting which were tabled due to Duane Elmore being newly appointed as HETCB Chair and to gather additional information. Duane has confirmed that the headquarters for the NIU employees was in Dekalb, IL. Since all travel occurred in Dekalb, the employees were not in travel status so the exceptions do not fall under travel regulations. Duane made a proposal to disapprove the two exceptions. Mary Kentzler and Paul McCann agreed. Duane asked for a motion to disapprove the exceptions for Walters and Rodriguez. Motion made by Paul McCann; seconded by Mary Kentzler. Motion carried.
- Appointment of FOIA Officer(s):
 - i. The Freedom of Information Act states that each public body shall designate one or more officials or employees to act as its Freedom of Information officer or officers.
 1. Duane proposed the appointment of Cathy Young as primary FOIA Officer, and Angie Midkiff, Duane's Assistant, as secondary FOIA officer. Duane asked if there were any objections. Hearing none Duane asked for a motion to accept the appointments of Cathy Young and Angie Midkiff as the HETCB FOIA Officers. Motion made by Paul McCann, seconded by Katie Smith.
 2. Paul McCann asked if the FOIA Officer would handle requests for the HETCB only or would they also handle requests for each individual school. Duane advised that FOIA requests for individual schools will be advised to contact the specific school directly.
 3. Duane also advised that FOIA instructions will be posted to the HETCB website in 2-3 weeks.

Duane announced the next meeting of the HETCB is scheduled for July 28, 2015 at 9:30 am.

Duane asked if there was a motion to adjourn the meeting. Motion made by Paul McCann, seconded by Charon Frazier-Parks. Meeting adjourned at 10:40 a.m.

Submitted by Duane Elmore, Chair