

HIGHER EDUCATION TRAVEL CONTROL BOARD
July 28, 2015 Meeting Minutes

Board Members

Present:

Paul McCann, Eastern Illinois University
Melinda Gieseke, Governors State 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
Connie Hess, Southern Illinois University
Duane Elmore, University of Illinois
Cheryl Webster, Western Illinois University

Absent:

Chicago State University

Guests Present:

Carla Dietsch, Illinois State University
Katie Frossard – Fisher, Governors State University
Rhonda Vail, Western Illinois University
Bob O’Bear – Western Illinois University
Cathy Young, University of Illinois

Proceedings

- Duane Elmore called the meeting to order at 9:30 am.
- Cathy Young conducted roll call. Nine members were present for video conference (1-GSU, 2-ISU, 3-UIS, 2-UIUC, and 1-WIU). Duane asked for a motion to allow Katie Smith to participate via phone. A motion was made by Paul McCann and seconded by Mary Kentzler. Motion approved.
- Duane recognized new Board member Melinda Gieseke representing Governors State University. Duane advised that Charon Frazier-Parks has resigned from Chicago State University and a new HETCB representative has not been appointed yet.
- Duane asked if any guests were present then recognized guests from Illinois State University, Governors State University, Western Illinois University, and University of Illinois.
- The minutes for the April 28, 2015 meeting were presented. Duane Elmore 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.

4th Quarter Exceptions for FY15

Chicago State University – 2 exceptions for \$746.01

Eastern Illinois University – 52 exceptions for \$4,944.16
Governors State University – 10 exceptions for \$1,789.59
Illinois Board of Higher Education – No exceptions to report
Illinois Community College Board – No exceptions to report
Illinois Math and Science Academy – 4 exceptions for \$277.05
Illinois Student Assistance Commission – 3 exceptions for \$142.00
Illinois State University – 86 exceptions for \$6,763.89
Northeastern Illinois University – 10 exceptions for \$1,704.76
Northern Illinois University – 7 exceptions for \$351.90
Southern Illinois University Carbondale – 181 exceptions for \$13,395.78
Southern Illinois University Edwardsville – 43 exceptions for \$6,266.95
Southern Illinois University School of Medicine – 6 exceptions for \$499.10
State Universities Civil Service System – No exceptions to report
State Universities Retirement System – 23 exceptions for \$1,158.70
University of Illinois at Chicago – 322 exceptions for \$54,511.74

- **Line #12 in the amount of \$1,455.00 pulled for follow up**
- **Line #86 in the amount of \$129.00 pulled for follow up**
- **Line #121 in the amount of \$256.59 pulled for follow up**

University of Illinois at Springfield – 16 exceptions for \$1,140.13
University of Illinois at Urbana-Champaign – 1022 exceptions for \$117,084.58

- **Line #3 in the amount of \$333.52 pulled for follow up**
- **Line #4 in the amount of \$333.52 pulled for follow up**
- **Line #5 in the amount of \$333.52 pulled for follow up**
- **Line #47 in the amount of \$49.00 pulled for follow up**
- **Line #48 in the amount of \$759.00 pulled for follow up**
- **Line #49 in the amount of \$165.20 pulled for follow up**
- **Line #63 in the amount of \$316.00 pulled for follow up**
- **Line #372 in the amount of \$49.00 pulled for follow up**
- **Line #373 in the amount of \$49.00 pulled for follow up**
- **Line #560 in the amount of \$640.00 pulled for follow up**
- **Line #572 in the amount of \$279.98 pulled for follow up**
- **Line #726 in the amount of \$171.30 pulled for follow up**
- **Line #940 in the amount of \$2,479.25 pulled for follow up**
- **Line #979 in the amount of \$978.40 pulled for follow up**

University of Illinois – University Administration – 81 exceptions for \$6,590.45
Western Illinois University – 65 exceptions for \$4,550.21

- **Line #53 in the amount of \$106.18 pulled for follow up**
- **Line #54 in the amount of \$44.07 pulled for follow up**
- **Line #55 in the amount of \$124.20 pulled for follow up**

Southern Illinois University at Edwardsville line #14 was questioned. Connie Hess explained that 10 hotels, including the conference hotel and Travelocity, were checked and the least expensive hotel chosen several blocks from the conference location. Connie’s explanation was accepted by the Board so SIU-E line #14 was not pulled. Duane Elmore requested a motion to accept the exception reports as presented, excluding the exceptions pulled for follow up from University of Illinois at Chicago, University of Illinois at Urbana-Champaign, and Western

Illinois University. Motion made by: Mary Kentzler. Connie Hess seconded. Motion carried.

Other Business

- Duane is trying to connect with the Comptroller's office to remind them that we follow HETCB rules, not the Governor's Travel Control Board, for per diem calculation. Illinois Community College Board has exceptions that were denied by the Comptroller's office and should not have been. Mary Kentzler advised that the HETCB has had this problem in past with the Comptroller's office trying to apply GTCB rules instead of HETCB.
- Debbie Bonnell asked how the other institutions assign headquarters to new employees. Duane advised that headquarters at the U of I is determined at time of hire by Human Resources. If employee headquarters is in Dekalb but majority of time is spent elsewhere then a TA-2 report should be completed to change the headquarters to the location where the majority of time is spent. If the change in headquarters is temporary then the applicable dates should be noted on the report.
- Paul McCann asked if the Employee Owned/Controlled Housing Reports had to be reviewed by the Board. Duane and Mary advised that they are for reporting purposes only.

Duane announced the next meeting of the HETCB is scheduled for October 27, 2015 at 9:30 am.

Duane asked for a motion to adjourn the meeting. Motion made by Paul McCann, seconded by Connie Hess. Meeting adjourned at 10:10 a.m.

Submitted by Duane Elmore, Chair