

**HIGHER EDUCATION TRAVEL CONTROL BOARD**  
**October 27, 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  
Cheryl Webster, Western Illinois University

*Absent:*

Duane Elmore, University of Illinois  
Chicago State University

*Guests Present:*

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

**Proceedings**

- Paul McCann called the meeting to order at 9:31 am.
- Cathy Young conducted roll call. Eight members were present for video conference (1-GSU, 2-ISU, 3-UIS, 1-UIUC, and 1-WIU). Paul asked for a motion to allow Katie Smith to participate via phone. A motion was made by Melinda Gieseke and seconded by Mary Kentzler. Motion approved.
- Paul recognized guests from Governors State University, Western Illinois University, Illinois State University, and University of Illinois.
- The minutes for the July 28, 2015 meeting were presented. Paul requested a motion to accept the minutes as submitted. A motion to approve as submitted was made by Connie Hess, seconded by Cheryl Webster. Motion approved.

**1st Quarter Exceptions for FY16**

Chicago State University – No exceptions to report  
Eastern Illinois University – 22 exceptions for \$1,461.98  
Governors State University – 12 exceptions for \$754.00  
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 \$299.96  
 Illinois Student Assistance Commission – No exceptions to report  
 Illinois State University – 55 exceptions for \$5,597.90  
 Northeastern Illinois University – 14 exceptions for \$2,559.49  
 Northern Illinois University – 13 exceptions for \$1,064.10  
 Southern Illinois University Carbondale – 127 exceptions for \$10,656.90  
 Southern Illinois University Edwardsville – 42 exceptions for \$4,306.69  
 Southern Illinois University School of Medicine – 5 exceptions for \$638.34  
 State Universities Civil Service System – No exceptions to report  
 State Universities Retirement System – 20 exceptions for \$1,840.00  
 University of Illinois at Chicago – 279 exceptions for \$42,508.83
 

- **Line #3 in the amount of \$360.01 pulled for follow up**
- **Line #218 in the amount of \$368.00 pulled for follow up**
- **Line #277 in the amount of \$1,455.00 pulled for follow up**

 University of Illinois at Springfield – 18 exceptions for \$4,207.08
 

- **Line #3 in the amount of \$389.00 pulled for follow up**

 University of Illinois at Urbana-Champaign – 1042 exceptions for \$116,020.91
 

- **Line #28 in the amount of \$245.95 pulled for follow up**
- **Line #45 in the amount of \$267.00 pulled for follow up**
- **Line #78 in the amount of \$129.00 pulled for follow up**
- **Line #88 in the amount of \$944.00 pulled for follow up**
- **Line #349 in the amount of \$159.00 pulled for follow up**
- **Line #505 in the amount of \$486.00 pulled for follow up**
- **Line #746 in the amount of \$119.00 pulled for follow up**
- **Line #791 in the amount of \$94.98 pulled for follow up**
- **Line #853 in the amount of \$532.00 pulled for follow up**
- **Line #857 in the amount of \$238.00 pulled for follow up**
- **Line #914 in the amount of \$119.00 pulled for follow up**
- **Line #945 in the amount of \$652.45 pulled for follow up**
- **Line #984 in the amount of \$349.00 pulled for follow up**
- **Line #998 in the amount of \$190.00 pulled for follow up**

 University of Illinois – University Administration – 41 exceptions for \$1,821.46
 

- **Line #17 in the amount of \$99.99 pulled for follow up**

 Western Illinois University – 31 exceptions for \$1,183.32

Paul McCann 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 Springfield, University of Illinois at Urbana-Champaign, and University of Illinois – University Administration. Motion made by: Mary Kentzler. Melinda Gieseke seconded. Motion carried.

### **Other Business**

- Paul advised that Duane Elmore will attend the next Travel Regulation Council meeting in early December and asked the Board to e-mail any questions or issues that they would

like discussed to Duane. Paul would like Duane to ask if the per diem rates will increase.

- Cheryl Webster asked the following questions about the Employee Owned and Controlled Housing Reports:
  - On the ISU report, where did Amy Wood's lodging rate of \$209 come from? Mary Kentzler advised it was a conference rate. Paul asked if the employee has to get approval to receive the conference rate and Mary responded yes.
  - On the U of I report, Cheryl mentioned the property address for Walter Knorr is missing. Cathy Young advised that the address will be provided on the next quarter report.
  - Paul McCann asked if the Employee Owned and Controlled Housing Reports had to be reviewed by the Board. Cathy Young advised that they are for reporting purposes only.
- Cheryl Webster advised that she will be in touch with the Board regarding the annual Ethics Training.

Paul announced the next meeting of the HETCB is scheduled for January 27, 2016 at 9:30 am.

Paul asked for a motion to adjourn the meeting. Motion made by Bruce Bennett, seconded by Connie Hess. Meeting adjourned at 9:54 a.m.

Submitted by Paul McCann, Vice-Chair