

**HIGHER EDUCATION TRAVEL CONTROL BOARD**  
**July 27, 2016 Meeting Minutes**

**Board Members**

*Present:*

Paul McCann, Eastern Illinois University  
Melinda Gieseke, Governors State University  
Bruce Bennett, Illinois Board of Higher Education  
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  
Illinois Community College Board

*Guests Present:*

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

**Proceedings**

- Duane Elmore 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, 2-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 Melinda Gieseke. Motion approved.
- Duane recognized guests from Governors State University, Illinois State University, and University of Illinois.
- The minutes for the April 27, 2016 meeting were presented. Duane asked if there were any questions on the minutes. Hearing none, Duane requested a motion to accept the minutes as submitted. A motion to approve as submitted was made by Melinda Gieseke, seconded by Debbie Bonnell. Motion approved.

**4th Quarter Exceptions for FY16**

Chicago State University – No exceptions to report  
Eastern Illinois University – 13 exceptions for \$233.15  
Governors State University – 5 exceptions for \$254.00  
Illinois Board of Higher Education – 3 exceptions for \$86.00

Illinois Community College Board – 2 exceptions for \$415.80

- **Line #1 in the amount of \$207.90 pulled for follow up**
- **Line #2 in the amount of \$207.90 pulled for follow up**

Illinois Math and Science Academy – 1 exception for \$9.00

Illinois Student Assistance Commission – 8 exceptions for \$397.00

Illinois State University – 57 exceptions for \$6,384.60

Northeastern Illinois University – 5 exceptions for \$652.26

Northern Illinois University – 2 exceptions for \$115.43

Southern Illinois University Carbondale – 87 exceptions for \$6,686.07

Southern Illinois University Edwardsville – 37 exceptions for \$4,151.25

Southern Illinois University School of Medicine – 1 exception for \$44.00

State Universities Civil Service System – No exceptions to report

State Universities Retirement System – 22 exceptions for \$3,812.00

University of Illinois at Chicago – 368 exceptions for \$65,008.29

- **Line #76 in the amount of \$95.62 pulled for follow up**
- **Line #79 in the amount of \$67.20 pulled for follow up**
- **Line #85 in the amount of \$536.00 pulled for follow up**
- **Line #104 in the amount of \$210.84 pulled for follow up**
- **Line #165 in the amount of \$119.00 pulled for follow up**
- **Line #180 in the amount of \$192.00 pulled for follow up**
- **Line #193 in the amount of \$278.00 pulled for follow up**
- **Line #244 in the amount of \$169.00 pulled for follow up**
- **Line #314 in the amount of \$99.00 pulled for follow up**
- **Line #331 in the amount of \$254.00 pulled for follow up**
- **Line #361 in the amount of \$848.00 pulled for follow up**
- **Line #364 in the amount of \$795.00 pulled for follow up**
- **Line #368 in the amount of \$522.00 pulled for follow up**

University of Illinois at Springfield – 22 exceptions for \$1,924.52

University of Illinois at Urbana-Champaign – 968 exceptions for \$115,264.02

- **Line #478 in the amount of \$99.00 pulled for follow up**
- **Line #568 in the amount of \$327.00 pulled for follow up**
- **Line #582 in the amount of \$457.25 pulled for follow up**
- **Line #713 in the amount of \$182.00 pulled for follow up**
- **Line #955 in the amount of \$718.00 pulled for follow up**
- **Line #964 in the amount of \$318.00 pulled for follow up**
- **Line #968 in the amount of \$397.00 pulled for follow up**

University of Illinois – University Administration – 53 exceptions for \$7,155.29

- **Line #27 in the amount of \$79.00 pulled for follow up**

Western Illinois University – 40 exceptions for \$4,440.72

Duane requested a motion to accept the exception reports as presented, excluding the exceptions pulled for follow up from Illinois Community College Board, University of Illinois at Chicago, University of Illinois at Urbana-Champaign, and University of Illinois Administration. Motion made by: Connie Hess. Cheryl Webster seconded. Motion carried.

## **Other Business**

- Duane advised the next meeting of the Travel Regulation Council (TRC) will be in late November or early December and asked the Board to bring agenda items for discussion to the October HETCB meeting.
  - Duane advised that he will ask again for some relief on lodging allowance and meal per diems. He is building a case with data for out of state University travel.

Duane asked if anyone had any new business to discuss. Mary Kentzler advised that she will be retiring in December so the October meeting will be her last.

Duane announced the next meeting of the HETCB is scheduled for Wednesday, October 26, 2016 at 9:30 am.

Duane asked for a motion to adjourn the meeting. Motion made by Bruce Bennett, seconded by Paul McCann. Meeting adjourned at 10:09 a.m.

Submitted by Duane Elmore, Chair