

HIGHER EDUCATION TRAVEL CONTROL BOARD
January 25, 2017 Meeting Minutes

Board Members

Present:

Paul McCann, Eastern Illinois University
Melinda Gieseke, Governors State University
Bruce Bennett, Illinois Board of Higher Education
Sarah Robinson, Illinois Community College Board
Carla Dietsch, Illinois State University
Katie Smith, Northeastern Illinois University
Deborah Bonnell, Northern Illinois University
Amanda Cannon, Southern Illinois University
Duane Elmore, University of Illinois
Cheryl Webster, Western Illinois University

Absent:

Marcie Aranda, Chicago State University

Guests Present:

Katie Frossard – Fisher, Governors State University
Margaret Gabor, Illinois State University
Cathy Young, University of Illinois

Proceedings

- Duane Elmore called the meeting to order at 9:31 am.
- Cathy Young conducted roll call. Six 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 Melinda Gieseke. Motion approved.
- Duane advised an appointment letter was received designating Carla Dietsch as Board member for Illinois State University. Another appointment letter was received designating Amanda Cannon as Board member for Southern Illinois University.
- Duane recognized guests from Governors State University, Illinois State University, and University of Illinois.
- The minutes for the July 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 Bruce Bennett. Motion approved.

2nd Quarter Exceptions for FY17

Chicago State University – No exceptions to report

Eastern Illinois University – 19 exceptions for \$968.00
Governors State University – 11 exceptions for \$829.84
Illinois Board of Higher Education – No exceptions to report
Illinois Community College Board – No exceptions to report
Illinois Math and Science Academy – 5 exceptions for \$166.99
Illinois Student Assistance Commission – No exceptions to report
Illinois State University – 28 exceptions for \$2,097.61
Northeastern Illinois University – 9 exceptions for \$1009.56
Northern Illinois University – 7 exceptions for \$265.45
Southern Illinois University Carbondale – 186 exceptions for \$10,422.17

- **Line #6 in the amount of \$218.00 pulled for follow up**
- **Line #7 in the amount of \$24.00 pulled for follow up**
- **Line #8 in the amount of \$24.00 pulled for follow up**
- **Line #12 in the amount of \$18.00 pulled for follow up**
- **Line #13 in the amount of \$18.00 pulled for follow up**
- **Line #14 in the amount of \$18.00 pulled for follow up**
- **Line #57 in the amount of \$30.00 pulled for follow up**
- **Line #59 in the amount of \$30.00 pulled for follow up**
- **Line #63 in the amount of \$20.00 pulled for follow up**
- **Line #64 in the amount of \$10.00 pulled for follow up**
- **Line #66 in the amount of \$10.00 pulled for follow up**
- **Line #67 in the amount of \$20.00 pulled for follow up**
- **Line #68 in the amount of \$10.00 pulled for follow up**

Southern Illinois University Edwardsville – 45 exceptions for \$3,023.03
Southern Illinois University School of Medicine – 4 exceptions for \$314.00
State Universities Civil Service System – No exceptions to report
State Universities Retirement System – 18 exceptions for \$1,721.62
University of Illinois at Chicago – 347 exceptions for \$56,013.52

- **Line #83 in the amount of \$129.00 pulled for follow up**
- **Line #172 in the amount of \$422.00 pulled for follow up**
- **Line #208 in the amount of \$100.80 pulled for follow up**
- **Line #343 in the amount of \$155.00 pulled for follow up**
- **Line #346 in the amount of \$192.00 pulled for follow up**
- **Line #347 in the amount of \$99.00 pulled for follow up**

University of Illinois at Springfield – 33 exceptions for \$2,007.75

- **Line #25 in the amount of \$581.26 pulled for follow up**

University of Illinois at Urbana-Champaign – 1139 exceptions for \$127,807.35

- **Line #14 in the amount of \$378.00 pulled for follow up**
- **Line #84 in the amount of \$99.00 pulled for follow up**
- **Line #88 in the amount of \$386.00 pulled for follow up**
- **Line #212 in the amount of \$129.00 pulled for follow up**
- **Line #251 in the amount of \$633.20 pulled for follow up**
- **Line #313 in the amount of \$119.00 pulled for follow up**
- **Line #369 in the amount of \$159.98 pulled for follow up**
- **Line #370 in the amount of \$159.98 pulled for follow up**
- **Line #445 in the amount of \$39.00 pulled for follow up**

- **Line #446 in the amount of \$39.00 pulled for follow up**
- **Line #530 in the amount of \$395.00 pulled for follow up**
- **Line #534 in the amount of \$34.06 pulled for follow up**
- **Line #535 in the amount of \$34.06 pulled for follow up**
- **Line #574 in the amount of \$3.00 pulled for follow up**
- **Line #575 in the amount of \$3.00 pulled for follow up**
- **Line #1063 in the amount of \$720.00 pulled for follow up**
- **Line #1132 in the amount of \$389.00 pulled for follow up**

University of Illinois – University Administration – 35 exceptions for \$2,836.97

Western Illinois University – 40 exceptions for \$2,344.29

Duane 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, University of Illinois at Springfield, and University of Illinois at Urbana-Champaign. Motion made by Paul McCann. Debbie Bonnell seconded. Motion carried.

Other Business

- Mileage decreased from \$.54/mile to \$.535/mile, effective 1/1/17
- Ethics Training – Duane thanked the board members who completed their ethics training on time. Cheryl advised that she is still missing Chicago State and Governors State, Melinda advised she sent hers in this morning. Duane asked Cheryl to forward the last reminder she sent out and he will follow up with Marcie.
- TRC meeting
 - i. Per diem allowances – no change
 - ii. In-State lodging allowances – Consensus by group to have IL Hotel Association lead study to consider increasing the rates
 - iii. Out-of-state lodging allowances – no change

Duane thanked the members who provided data analytics which he shared with the TRC and pleaded case again about difficulty in finding allowable lodging rates. Representative from IL Hotel Assn. was present and started discussion on in-state rates. The charter rep asked for a study to be completed on the feasibility of raising the in-state allowable lodging rates. The HETCB will be one of agencies involved in this study along with CMS. February is the target month to begin study. Multiple agencies interested in pursuing further. TRC didn't want to discuss out of state lodging allowances since current out of state lodging allowances are in line with our neighboring states. Paul asked how often the TRC meets. Duane advised once a year unless there is a special session called so the TRC will meet again in April/May due to this new study.

- iv. Mileage rate allowance - proposed bill being introduced to use internally established mileage rate instead of GSA rate due to GSA rate being too high. May have 2nd TRC meeting to discuss.

Paul thanked Duane for continuing to bring these concerns to the TRC.

- Employee Controlled Housing
 - i. International travel
Debbie had sent an e-mail asking if the HETCB was supposed to report international lodging on the Employee Controlled Housing reports. Duane advised that the regulations do not state that international travel should be reported so U of I has not but other schools can choose to report it if they want to. Duane asked the Board if they wanted to start reporting international locations. Debbie stated that the Board does not report international lodging on the exception reports. Duane agreed and asked if everyone was in agreement to not report international lodging on the Employee Controlled Housing reports. All Board members agreed.
- Airbnb and Ride Sharing Services
Duane referenced an e-mail from GTCB about Airbnb and Ride Sharing Services. Duane reminded members that since the HETCB is under separate jurisdiction, it does not have to follow the GTCB and these types of policies are left to the discretion of each institution. Duane advised that UI allows Airbnb and ride sharing services when they are proven to be the most economical option. Paul agreed that instances are not significant enough to change anything at this time. Cheryl asked about reporting Airbnb on the Employee Controlled Housing report. Duane advised UI does not report them because they are minimal however other institutions may choose to report them.
- Election of HETCB Officers
 - i. Chairman – Duane offered to continue as Chair if nominated unless anyone else was interested. Duane asked for nominations for Chair. Paul nominated Duane for Chair. Duane asked for additional nominations. Hearing none, Duane asked for a motion to accept Duane as Chairman of HETCB, Cheryl made motion. Katie Smith seconded. Motion carried.
 - ii. Vice-Chairman – Duane asked for nominations for Vice Chair for a 2-year appointment. Duane nominated Paul McCann then asked for additional nominations. Hearing none, Duane asked for a motion to accept Paul McCann as Vice-Chairman of HETCB. Melinda made motion. Debbie seconded. Motion carried.
 - iii. Ethics Officer – Duane asked if anyone had interest in serving as the Ethics Officer. Paul asked Cheryl if she would be willing to continue as the Ethics Officer and she agreed to. Paul nominated Cheryl. Duane asked for a motion to accept Cheryl as the Ethics Officer for the HETCB. Duane made motion. Melinda seconded. Motion carried.

Duane announced the next meeting of the HETCB is scheduled for Wednesday, April 26, 2017 at 9:30 am.

Cheryl requested contact information for the new Board members so they can complete the

Ethics Training. Cathy will e-mail Carla and Amanda's contact information to Cheryl.

Duane asked for a motion to adjourn the meeting. Motion made by Paul McCann, seconded by Bruce Bennett. Meeting adjourned at 10:42 a.m.

Submitted by Duane Elmore, Chair