

HIGHER EDUCATION TRAVEL CONTROL BOARD
April 26, 2017 Meeting Minutes

Board Members

Present:

Paul McCann, Eastern Illinois University
Andrea Middleton, 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
Julie O'Brien, Northern Illinois University
Rhonda Vail, Western Illinois University
Robert O'Bear, Western Illinois University
Cathy Young, University of Illinois

Proceedings

- Duane Elmore called the meeting to order at 9:35 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 Cheryl Webster. Motion approved.
- Duane advised an appointment letter was received designating Andrea Middleton as Board member for Governors State University.
- Duane recognized guests from Governors State University, Northern Illinois University, Western Illinois University and University of Illinois.
- The minutes for the January 25, 2017 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 Paul McCann, seconded by Debbie Bonnell. Motion approved.

3rd Quarter Exceptions for FY17

Chicago State University – 1 exception for \$22.00
 Eastern Illinois University – 19 exceptions for \$1,195.40
 Governors State University – 2 exceptions for \$645.26
 Illinois Board of Higher Education – No exceptions to report
 Illinois Community College Board – No exceptions to report
 Illinois Math and Science Academy – 2 exceptions for \$32.98
 Illinois Student Assistance Commission – 2 exceptions for \$321.00
 Illinois State University – 53 exceptions for \$4,516.83
 Northeastern Illinois University – 14 exceptions for \$1,736.59
 Northern Illinois University – 6 exceptions for \$275.04
 Southern Illinois University Carbondale – 67 exceptions for \$5,957.51
 ➤ **Line #63 in the amount of \$20.00 pulled for follow up**
 ➤ **Line #66 in the amount of \$20.00 pulled for follow up**
 Southern Illinois University Edwardsville – 28 exceptions for \$2,835.29
 Southern Illinois University School of Medicine – 5 exceptions for \$151.00
 State Universities Civil Service System – No exceptions to report
 State Universities Retirement System – 7 exceptions for \$292.00
 University of Illinois at Chicago – 295 exceptions for \$46,926.94
 ➤ **Line #17 in the amount of \$39.00 pulled for follow up**
 ➤ **Line #19 in the amount of \$39.00 pulled for follow up**
 ➤ **Line #36 in the amount of \$134.00 pulled for follow up**
 ➤ **Line #53 in the amount of \$775.00 pulled for follow up**
 ➤ **Line #57 in the amount of \$359.00 pulled for follow up**
 ➤ **Line #62 in the amount of \$1,984.16 pulled for follow up**
 ➤ **Line #198 in the amount of \$29.00 pulled for follow up**
 ➤ **Line #199 in the amount of \$29.00 pulled for follow up**
 ➤ **Line #266 in the amount of \$21.00 pulled for follow up**
 ➤ **Line #267 in the amount of \$21.00 pulled for follow up**
 University of Illinois at Springfield – 16 exceptions for \$1,003.79
 University of Illinois at Urbana-Champaign – 904 exceptions for \$105,952.51
 ➤ **Line #63 in the amount of \$104.00 pulled for follow up**
 ➤ **Line #64 in the amount of \$104.00 pulled for follow up**
 ➤ **Line #168 in the amount of \$327.00 pulled for follow up**
 ➤ **Line #187 in the amount of \$2,056.00 pulled for follow up**
 ➤ **Line #271 in the amount of \$1,287.00 pulled for follow up**
 ➤ **Line #272 in the amount of \$968.00 pulled for follow up**
 ➤ **Line #402 in the amount of \$172.04 pulled for follow up**
 ➤ **Line #649 in the amount of \$109.00 pulled for follow up**
 ➤ **Line #822 in the amount of \$686.70 pulled for follow up**
 University of Illinois – University Administration – 36 exceptions for \$2,709.39
 Western Illinois University – 39 exceptions for \$2,188.68

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, and University of Illinois at Urbana-Champaign. Motion made by Paul McCann. Bruce Bennett seconded. Motion carried.

Other Business

- Ethics Training update
 - i. Cheryl advised she is still missing the certificate for Chicago State University. Duane will contact Marcie again.
Cheryl requested contact information for Andrea Middleton, new Board member for Governors State University. Cathy will e-mail Andrea's contact information to Cheryl.

- GTCB Travel Update 17-05, Lodging in Springfield and Chicago
 - i. Duane reminded the Board that the GTCB Travel Updates do not apply to HETCB member institutions. The HETCB has the option of choosing to adopt a GTCB Travel Update or leave the decision up to each institution. Duane and Paul agreed the decision should be left up to each institution since travel for higher education is different than state government travel. Duane asked the rest of board for input and received no response.

- TRC meeting
 - i. Duane reminded the Board about the In-State Lodging Allowances study and advised that it has not been chartered yet. Duane is still talking with Judy at the Hotel Association and explaining how higher education handles travel and why, etc.
 - ii. Duane advised that a bill has been written, but not yet submitted, proposing state agencies use an internally established mileage rate instead of the GSA rate. Duane hopes to get together with the TRC in late spring to follow up.

Duane asked the Board if anyone had any new business. Received no response.

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

Duane asked for a motion to adjourn the meeting. Motion made by Cheryl Webster, seconded by Paul McCann. Meeting adjourned at 10:11 a.m.

Submitted by Duane Elmore, Chair