

HIGHER EDUCATION TRAVEL CONTROL BOARD
July 26, 2017 Meeting Minutes

Board Members

Present:

Paul McCann, Eastern Illinois 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
Gloria Keeley, University of Illinois
Cheryl Webster, Western Illinois University

Absent:

Marcie Aranda, Chicago State University
Andrea Middleton, Governors State University

Guests Present:

Katie Frossard-Fisher, Governors State University
Rhonda Vail, Western Illinois University
Robert O’Bear, Western Illinois University
Cathy Young, University of Illinois

Proceedings

- Due to technical issues, Paul McCann called the meeting to order at 9:53 am.
- Cathy Young conducted roll call. Seven members were present for video conference (1-GSU, 2-ISU, 3-UIS, and 1-UIUC). Paul asked for a motion to allow Katie Smith and Cheryl Webster to participate via phone. A motion was made by Bruce Bennett and seconded by Debbie Bonnell. Motion approved.
- Paul advised an appointment letter was received designating Gloria Keeley as Board member for University of Illinois.
- Paul recognized guests from Governors State University, Western Illinois University and University of Illinois.
- The minutes for the April, 2017 meeting were presented. Paul asked if there were any questions on the minutes. Hearing none, Paul requested a motion to accept the minutes as submitted. A motion to approve as submitted was made by Cheryl Webster, seconded by Carla Dietsch. Motion approved.

4th Quarter Exceptions for FY17

- Chicago State University – No exceptions to report
Eastern Illinois University – 22 exceptions for \$1,156.87
Governors State University – 30 exceptions for \$4,316.07
Illinois Board of Higher Education – 2 exceptions for \$248.92
Illinois Community College Board – No exceptions to report
Illinois Math and Science Academy – 3 exceptions for \$267.00
Illinois Student Assistance Commission – 2 exceptions for \$42.00
Illinois State University – 47 exceptions for \$3,748.53
Northeastern Illinois University – 19 exceptions for \$2,149.42
Northern Illinois University – 12 exceptions for \$749.64
Southern Illinois University Carbondale – 133 exceptions for \$6,673.81
- **Line #22 in the amount of \$79.00 pulled for follow up**
 - **Line #111 in the amount of \$99.00 pulled for follow up**
- Southern Illinois University Edwardsville – 47 exceptions for \$3,517.80
Southern Illinois University School of Medicine – 8 exceptions for \$1,647.64
State Universities Civil Service System – No exceptions to report
State Universities Retirement System – 14 exceptions for \$1,970.12
- **Line #14 in the amount of \$344.78 pulled for follow up**
- University of Illinois at Chicago – 319 exceptions for \$59,352.96
- **Line #64 in the amount of \$976.12 pulled for follow up**
 - **Line #69 in the amount of \$138.68 pulled for follow up**
 - **Line #71 in the amount of \$661.60 pulled for follow up**
 - **Line #87 in the amount of \$607.00 pulled for follow up**
 - **Line #90 in the amount of \$154.00 pulled for follow up**
 - **Line #91 in the amount of \$174.00 pulled for follow up**
 - **Line #118 in the amount of \$259.52 pulled for follow up**
 - **Line #145 in the amount of \$824.34 pulled for follow up**
 - **Line #183 in the amount of \$148.00 pulled for follow up**
 - **Line #185 in the amount of \$82.00 pulled for follow up**
 - **Line #216 in the amount of \$79.00 pulled for follow up**
 - **Line #269 in the amount of \$339.00 pulled for follow up**
 - **Line #275 in the amount of \$1,016.42 pulled for follow up**
 - **Line #303 in the amount of \$838.41 pulled for follow up**
- University of Illinois at Springfield – 29 exceptions for \$2,534.88
- **Line #8 in the amount of \$258.00 pulled for follow up**
 - **Line #9 in the amount of \$218.00 pulled for follow up**
 - **Line #18 in the amount of \$92.10 pulled for follow up**
 - **Line #29 in the amount of \$339.00 pulled for follow up**
- University of Illinois at Urbana-Champaign – 1158 exceptions for \$132,089.74
- **Line #22 in the amount of \$163.42 pulled for follow up**
 - **Line #65 in the amount of \$109.00 pulled for follow up**
 - **Line #77 in the amount of \$597.93 pulled for follow up**
 - **Line #121 in the amount of \$105.62 pulled for follow up**
 - **Line #122 in the amount of \$105.62 pulled for follow up**

- **Line #123 in the amount of \$105.62 pulled for follow up**
 - **Line #124 in the amount of \$105.62 pulled for follow up**
 - **Line #125 in the amount of \$105.62 pulled for follow up**
 - **Line #126 in the amount of \$105.62 pulled for follow up**
 - **Line #137 in the amount of \$194.00 pulled for follow up**
 - **Line #195 in the amount of \$378.00 pulled for follow up**
 - **Line #196 in the amount of \$341.38 pulled for follow up**
 - **Line #225 in the amount of \$91.00 pulled for follow up**
 - **Line #395 in the amount of \$1,025.46 pulled for follow up**
 - **Line #398 in the amount of \$344.00 pulled for follow up**
 - **Line #439 in the amount of \$100.55 pulled for follow up**
 - **Line #539 in the amount of \$148.00 pulled for follow up**
 - **Line #576 in the amount of \$1,476.00 pulled for follow up**
 - **Line #590 in the amount of \$101.00 pulled for follow up**
 - **Line #763 in the amount of \$214.00 pulled for follow up**
 - **Line #936 in the amount of \$148.00 pulled for follow up**
 - **Line #937 in the amount of \$148.00 pulled for follow up**
 - **Line #940 in the amount of \$74.00 pulled for follow up**
 - **Line #941 in the amount of \$74.00 pulled for follow up**
 - **Line #942 in the amount of \$74.00 pulled for follow up**
 - **Line #943 in the amount of \$74.00 pulled for follow up**
 - **Line #944 in the amount of \$74.00 pulled for follow up**
 - **Line #949 in the amount of \$758.92 pulled for follow up**
 - **Line #1081 in the amount of \$1,026.00 pulled for follow up**
 - **Line #1154 in the amount of \$2,056.00 pulled for follow up**
 - **Line #1155 in the amount of \$1,287.00 pulled for follow up**
- University of Illinois – University Administration – 68 exceptions for \$5,575.33
- **Line #19 in the amount of \$86.00 pulled for follow up**
 - **Line #43 in the amount of \$178.04 pulled for follow up**
 - **Line #44 in the amount of \$198.00 pulled for follow up**
 - **Line #61 in the amount of \$79.00 pulled for follow up**
- Western Illinois University – 32 exceptions for \$1,388.47

Paul requested a motion to accept the exception reports as presented, excluding the exceptions pulled for follow up from Southern Illinois University Carbondale, State Universities Retirement System, University of Illinois Chicago, University of Illinois Springfield, University of Illinois Urbana-Champaign, and University of Illinois Administration. Motion made by Katie Smith. Debbie Bonnell seconded. Motion carried.

Other Business

- New Chair Election
 - i. Paul asked if the Board wanted to elect a new Chair now or wait until the January 2018 meeting. Board chose to wait and have Paul continue as Acting Chair until then.
- Third party contracts for out of state employee travel

- i. E-mail from Bruce Bennett
 - 1. Bruce explained that the Comptroller for the IBHE wants the HETCB to review 3rd party contracts that allow employees to receive a higher per diem prior to reimbursing the employee. Bruce asked if the Board wanted to address this or leave it up to the IBHE to review the contracts.
 - 2. Members advised that most schools stay within per diem except in some cases when grants, sponsorships, or foreign travel is involved. Gloria advised that U of I follows the terms of the negotiated agreement. Paul advised that EIU follows HETCB rules. Paul asked Bruce if we included these exceptions for HETCB review would it inconvenience the traveler. Bruce replied that it would not. Board agreed to review these exceptions.
 - 3. Gloria will speak with sponsored programs at U of I to get contract language prior to travel and reserved the right to add this topic to the October meeting agenda if it proves onerous for the U of I to obtain this information.
- ii. Cheryl requested Gloria's contact info to complete the Ethics Training. Cathy will send Gloria's information to Cheryl. Paul asked if Marcie Aranda from CSU and Andrea Middleton from GSU had completed their Ethics Training. Cheryl advised that Marcie has not but Andrea is in the process of completing hers. Paul advised that he will follow up with CSU.

Paul announced the next meeting of the HETCB is scheduled for Wednesday, October 25, 2017 at 9:30 am.

Paul asked for a motion to adjourn the meeting. Motion made by Cheryl Webster, seconded by Gloria Keeley. Meeting adjourned at 10:46 a.m.

Submitted by Paul McCann, Acting Chair