

**HIGHER EDUCATION TRAVEL CONTROL BOARD**  
**October 11, 2011 Meeting Minutes**

**Board Members**

*Present:*

Bruce Bennett, Illinois Community College Board  
Dana Biernbaum, Western Illinois University  
Connie Hess, SIU School of Medicine  
Peggy Ho, Northeastern Illinois University  
Mary Kentzler, Illinois State University  
Karen Kissel, Governors State University  
Bill O'Rourke, Eastern Illinois University  
Maxine Sandretto, University of Illinois  
Louise Williams, Chicago State University

*Absent:*

Harley McCammond, Northern Illinois University  
Peggy Podlasek, Illinois Board of Higher Education

*Guests Present:*

Pat Walsh, University of Illinois

**Proceedings**

- Maxine Sandretto called the meeting to order at 10:08 a.m.
- Pat Walsh conducted roll call. Six members were present for video conference. (3-Springfield, 2-Urbana, 1-Governor's State).
- Maxine Sandretto requested a motion to allow Dana Biernbaum, Peggy Ho, and Louise Williams to participate via teleconference. The motion was made by Connie Hess and seconded by Mary Kentzler. Motion approved.
- The minutes for the July 12, 2011 meeting were presented. A motion to approve as submitted was made by Bill O'Rourke, seconded by Bruce Bennett. Motion approved.

**1st Quarter Exceptions for FY12**

Chicago State University – 2 exceptions for \$806.70  
Eastern Illinois University – 27 exceptions for \$2,077.02  
Governors State University – 21 exceptions for \$2,050.08  
Illinois Board of Higher Education – No exceptions to report  
Illinois Community College Board – No exceptions to report  
Illinois Math and Science Academy – No exceptions to report  
Illinois Student Assistance Commission – No exceptions to report  
Illinois State University – 120 exceptions for \$8,664.11  
Northeastern Illinois University – 16 exceptions for \$2,890.80  
Northern Illinois University – No exceptions to report  
Southern Illinois University Carbondale – 139 exceptions for \$8,440.01  
    ➤ **Line #53, in the amount of \$21.09, was pulled for follow up**  
Southern Illinois University Edwardsville – 22 exceptions for \$3,102.47

Southern Illinois University School of Medicine – 2 exceptions for \$132.24  
State Universities Civil Service System – No exceptions to report  
State Universities Retirement System – 20 exceptions for \$2,369.20  
University of Illinois at Chicago –317 exceptions for \$34,595.69  
University of Illinois at Springfield – 17 exceptions for \$1,750.60  
University of Illinois at Urbana-Champaign – 692 exceptions for \$74,022.29  
Western Illinois University – 57 exceptions for \$2,573.43

#### **4<sup>th</sup> Quarter Exceptions for FY11**

University of Illinois at Chicago – 373 exceptions for \$49,988.52  
University of Illinois at Urbana-Champaign – 686 exceptions for \$66,868.40

Maxine Sandretto requested a motion to accept the exception reports as presented, minus the one exception that was pulled for follow up from the Southern Illinois University Carbondale's report. Mary Kentzler made a motion to accept the report as submitted, Louise Williams seconded. Motion approved.

#### **Other Business**

- Connie Hess asked about what is included in the "Explanation" field on the exception reports. If a conference rate or required location exceeds the allowable amount, is it reported on the exception report. Mary Kentzler reported that a conference hotel at a conference rate should not be reported as an exception. The Board came to an understanding that if a conference hotel or a meeting hotel had no conference/meeting rate, only then should it be reported as an exception.
- Louise Williams said the information on the new hotel allowances that were effective October 1 included changes in per diem rates. It was confirmed that the HETCB per diem allowances remain the same at \$32 out-of-state and \$28 in-state.

The next meeting of the HETCB is scheduled for January 31, 2012 at 9:30 am.

Maxine Sandretto asked for a motion to adjourn the meeting at 10:33 a.m. The motion was made by Connie Hess and seconded by Peggy Ho. Motion approved.

Submitted by Maxine Sandretto, Chair