

HIGHER EDUCATION TRAVEL CONTROL BOARD
July 12, 2011 Meeting Minutes

Board Members

Present:

Bruce Bennett, Illinois Community College Board
Connie Hess, SIU School of Medicine
Peggy Ho, Northeastern Illinois University
Mary Kentzler, Illinois State University
Harley McCammond, Northern Illinois University
Bill O'Rourke, Eastern Illinois University
Peggy Podlasek, Illinois Board of Higher Education
Maxine Sandretto, University of Illinois
Louise Williams, Chicago State University

Absent:

Karen Kissel, Governors State University
Ron Ward, Western Illinois University

Guests Present:

Pat Walsh, University of Illinois

Proceedings

- Maxine Sandretto called the meeting to order at 9:40 a.m.
- Pat Walsh conducted roll call. Six members were present for video conference. (4-Springfield, 2-Urbana).
- Maxine Sandretto requested a motion to allow Peggy Ho, Harley McCammond, and Louise Williams to participate via teleconference. The motion was made by Louise Williams and seconded by Mary Kentzler. Motion approved.
- The minutes for the April 12, 2011 meeting were presented. A motion to approve as submitted was made by Bill O'Rourke, seconded by Peggy Podlasek. Motion approved.

4th Quarter Exceptions for FY11

Chicago State University – 1 exception for \$237.00
Eastern Illinois University – 46 exceptions for \$3,141.78
Governors State University – 23 exceptions for \$1,831.97
Illinois Board of Higher Education – No exceptions to report
Illinois Community College Board – No exceptions to report
Illinois Math and Science Academy – 9 exceptions for \$2,029.75
Illinois Student Assistance Commission – 4 exceptions for \$716.00
Illinois State University – 52 exceptions for \$4,583.47
Northeastern Illinois University – 13 exceptions for \$1,717.92
Northern Illinois University – No exceptions to report
Southern Illinois University Carbondale – 158 exceptions for \$10,442.11
Southern Illinois University Edwardsville – 41 exceptions for \$3,061.69
Southern Illinois University School of Medicine – 3 exceptions for \$913.70

State Universities Civil Service System – No exceptions to report

State Universities Retirement System – 7 exceptions for \$945.50

University of Illinois at Chicago – 373 exceptions for \$49,988.52

➤ **Lines #22, 250, 254, 335, 336, 361, and 362 were pulled for follow up.**

➤ **Whole report was pulled to verify that formula used to calculate is accurate**

University of Illinois at Springfield – 38 exceptions for \$2,129.73

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

➤ **Whole report was pulled to verify that formula used to calculate is accurate**

Western Illinois University – 57 exceptions for \$2,510.65

Maxine Sandretto requested a motion to accept the exception reports as presented, minus the University of Illinois Chicago and Urbana reports. The University of Illinois reports were pulled to verify the accuracy of the formula used in the “exception amount” calculations following questions by Louise Williams. Connie Hess made a motion to approve the exception reports as submitted minus the University of Illinois Chicago and Urbana exception reports that were pulled for follow up. Bruce Bennett seconded. Motion approved.

Other Business

- It was noted that Ron Ward has retired from Western Illinois University and a replacement will have to be named. Follow up with WIU will be done to request a new board member.
- There will be no changes to the mileage rate based on the IRS increase effective July 2, 2011 until notification has been received from the U. S. General Services Administration (GSA).

The next meeting of the HETCB is scheduled for October 11, 2011 at 9:30 am.

Maxine Sandretto asked for a motion to adjourn the meeting at 9:53 a.m. The motion was made by Louise Williams and seconded by Peggy Podlasek. Motion approved.

Submitted by Maxine Sandretto, Chair