

# HIGHER EDUCATION TRAVEL CONTROL BOARD

April 12, 2011 Meeting Minutes

## Board Members

### Present:

Bruce Bennett, Illinois Community College Board  
Mary Kentzler, Illinois State University  
Karen Kissel, Governors State University  
Bill O'Rourke, Eastern Illinois University  
Peggy Podlasek, Illinois Board of Higher Education  
Maxine Sandretto, University of Illinois  
Ron Ward, Western Illinois University  
Louise Williams, Chicago State University

### Absent:

Connie Hess, SIU School of Medicine  
Peggy Ho, Northeastern Illinois University  
Harley McCammond, Northern Illinois University

### Guests Present:

Pat Walsh, University of Illinois

## Proceedings

- Maxine Sandretto called the meeting to order at 9:35 a.m.
- Pat Walsh conducted roll call. Seven members were present for video conference. (4-Springfield, 2-Urbana, 1-Chicago).
- Maxine Sandretto requested a motion to allow Louise Williams to participate via teleconference. The motion was made by Louise Williams and seconded by Karen Kissel. Motion approved.
- The minutes for the January 18, 2011 meeting were presented. A motion to approve as submitted was made by Karen Kissel, seconded by Mary Kentzler. Motion approved.

## 3rd Quarter Exceptions for FY11

Chicago State University – 6 exceptions for \$1,021.52  
Eastern Illinois University – 21 exceptions for \$703.46  
Governors State University – 1 exception for \$109.90  
Illinois Board of Higher Education – No exceptions to report  
Illinois Community College Board – No exceptions to report  
Illinois Math and Science Academy – 1 exception for \$100.79  
Illinois Student Assistance Commission – 8 exceptions for \$388.98  
Illinois State University – 32 exceptions for \$2,390.89  
Northeastern Illinois University – 12 exceptions for \$1,059.95  
Northern Illinois University – No exceptions to report  
Southern Illinois University Carbondale – 100 exceptions for \$5,913.64  
Southern Illinois University Edwardsville – 27 exceptions for \$2,288.65  
Southern Illinois University School of Medicine – 5 exceptions for \$207.00  
State Universities Civil Service System – No exceptions to report

State Universities Retirement System – 9 exceptions for \$305.87

University of Illinois at Chicago –267 exceptions for \$39,848.96

➤ **Line 103 and 104 were pulled for follow up**

University of Illinois at Springfield – 17 exceptions for \$830.52

University of Illinois at Urbana-Champaign – 697 exceptions for \$80,756.03

➤ **Lines, 338, 554, 555, 556, 566, 567, 568, 610, and 629 were pulled for follow up**

Western Illinois University – 42 exceptions for \$1,069.01

There was discussion of the exception noted for Governor's State University in the amount of \$109.90, which was for sleeping accommodations on Amtrak. Discussion was to determine if Amtrak sleeping car should be an allowable expense as the least costly available alternative. It was determined by the Board that if the cost was reasonable as compared to other modes of transportation, the expense would be acceptable.

Maxine Sandretto requested a motion to accept the exception for Governor's State University and all others presented, with the exception of the 2 pulled from UIC and the 9 pulled from UIUC. Mary Kentzler made a motion to approve the exception reports as submitted minus the eleven lines that were pulled for follow up. Bruce Bennett seconded. Motion approved.

### **Other Business**

- Karen Kissel with Governor's State University requested changing the Chicago video conference location to Governor's State if she was the only one present in Chicago. Louise Williams said that if video conference was available at Governor's State University, she would be able to travel there for HETCB meetings. Karen Kissel will work with Pat Walsh to set up video conferencing at Governor's State University for the next HETCB meeting scheduled for July 12, 2011.

The next meeting of the HETCB is scheduled for July 12, 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 Karen Kissel and seconded by Mary Kentzler. Motion approved.

Submitted by Maxine Sandretto, Chair