

HIGHER EDUCATION TRAVEL CONTROL BOARD
June 12, 2012 Meeting Minutes

Board Members

Present:

Bruce Bennett, Illinois Community College Board
Dana Biernbaum, Western Illinois University
Connie Hess, SIU School of Medicine
Mary Kentzler, Illinois State University
Karen Kissel, Governors State University
Peggy Podlasek, Illinois Board of Higher Education
Maxine Sandretto, University of Illinois
Louise Williams, Chicago State University

Absent:

Peggy Ho, Northeastern Illinois University
Paul McCann, Eastern Illinois University

Guests Present:

Katie Frossard Fisher, Governors State University
Teresa Sims, Eastern Illinois University
Rhonda Vail, Western Illinois University
Pat Walsh, University of Illinois
Cheryl Webster, Western Illinois University

Proceedings

- Maxine Sandretto called the meeting to order at 9:43 a.m.
- Pat Walsh conducted roll call. Eight members were present for video conference (2-GSU, 3-UIS, 2-UIUC, 1-WIU). At this time, there is not an appointed representative from Northern Illinois University.
- The minutes for the January 31, 2012 meeting were presented. A motion to approve as submitted was made by Dana Biernbaum, seconded by Connie Hess. Motion approved.

3rd Quarter Exceptions for FY12

Chicago State University – 1 exception for \$19.00
Eastern Illinois University – 25 exceptions for \$2,185.15
Governors State University – 25 exceptions for \$2,974.16
Illinois Board of Higher Education – No exceptions to report
Illinois Community College Board – No exceptions to report
Illinois Math and Science Academy – 6 exceptions for \$768.01
Illinois Student Assistance Commission – 2 exceptions for \$187.00
Illinois State University – 78 exceptions for \$5,506.43
Northeastern Illinois University – 4 exceptions for \$738.71
Northern Illinois University – No exceptions to report
Southern Illinois University Carbondale – 135 exceptions for \$9,338.66
Southern Illinois University Edwardsville – 23 exceptions for \$1,828.29

Southern Illinois University School of Medicine – 2 exceptions for \$864.21

State Universities Civil Service System – No exceptions to report

State Universities Retirement System – 16 exceptions for \$1,610.34

University of Illinois at Chicago –342 exceptions for \$47,749.60

University of Illinois at Springfield – 1 exception for \$14.00

University of Illinois at Urbana-Champaign – 700 exceptions for \$72,823.19

- **Lines 81 in the amount of \$58.00; Line 194 in the amount of \$315.00; Line 301 in the amount of \$98.00 were stricken from the exception report due to the fact that these were not related to employee travel.**

Western Illinois University – 85 exceptions for \$3,073.67

Maxine Sandretto requested a motion to accept the exception reports as presented, minus the three exceptions stricken from the University of Illinois Urbana-Champaign report. Dana Biernbaum made a motion to accept the report as amended, Karen Kissel seconded. Motion approved.

Other Business

- Maxine Sandretto welcomed Paul McCann as the new HETCB representative from Eastern Illinois University.
- Maxine Sandretto announced that Harley McCammond had retired from Northern Illinois University and Jasmin McIntosh has been appointed the new HETCB representative effective June 1, 2012.
- Peggy Podlasek raised a question via email in April 2012 referencing CMS Travel Update 12-02 regarding Lodging Rates - Chicago Metro of \$146 per night, that were higher than the federal seasonal lodging rate of \$130.00 per night. Peggy asked if HETCB was following this travel update; and if not, should she report a lodging rate of \$146 in Chicago during March as an exception? Peggy noted that HETCB generally has the option to follow CMS updates. It was agreed by all members present that HETCB will follow the Federal rates and not CMS. It was determined that Peggy's institution should report the exception.
- Maxine Sandretto requested a motion to allow Teresa Sims from Eastern Illinois University to participate via teleconference as a representative for Paul McCann. The motion was made by Louise Williams and seconded by Mary Kentzler. Motion approved.
- The new mileage reimbursement rate for personal vehicles increased to \$.555 per mile effective April 17, 2012.
- An email was received from Peggy Ho in April regarding the mileage reimbursement rate increase effective date. Current language in HETCB Policy 2900.60 (e) states: "in the event the rate set under federal regulations increases during the course of the State's fiscal year, the effective rate of the new rate shall be the July 1 immediately following the change in the federal rate." Maxine Sandretto explained that the HETCB voted at the July 8, 2010 meeting to adopt the proposed changes to this Section to follow changes made to the State Finance Act 30 ILCS 105/12-2 (b) effective January 1, 2010 which reads: "Mileage for automobile travel shall be reimbursed at the allowance rate in effect under regulations promulgated pursuant to 5 U.S.C. 5707 (b) (2). In the even the rate set under federal regulations increases or decreases during the course of the State's fiscal year, the effective date of the new rate shall be the effective date of the change in the federal rate." Maxine is working with University Legal Counsel to get this change made through JCAR.
- Recent changes proposed by CMS Travel Update 12-06 regarding meal allowances were presented for discussion. There was confusion as to whether this applied to HETCB. Connie Hess had spoken to Kelly Wells, the State Travel Board Coordinator for the Governor's Travel Control Board. Kelly said this did not apply to HETCB. It was sent as an FYI. The HETCB is not going to adopt this policy and is only required to accept changes that come through JCAR.

- Maxine Sandretto recognized visitors present via video conference. Katie Frossard Fisher, Governors State University; Rhonda Vail, Western Illinois University; and Cheryl Webster, Western Illinois University

Maxine Sandretto asked for a motion to adjourn the meeting at 10:12 a.m. The motion was made by Dana Biernbaum and seconded by Karen Kissel. Motion approved.

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

Submitted by Maxine Sandretto, Chair