

HIGHER EDUCATION TRAVEL CONTROL BOARD
October 29, 2013 Meeting Minutes

Board Members

Present:

Bruce Bennett, Illinois Community College Board
Deborah Bonnell, Northern Illinois University
Charon Frazier-Parks, Chicago State University
Connie Hess, SIU School of Medicine
Peggy Ho, Northeastern Illinois University
Mary Kentzler, Illinois State University
Paul McCann, Eastern Illinois University
Deb VonDeBur, Illinois Board of Higher Education
Cheryl Webster (for Dana Biernbaum), Western Illinois University

Absent:

Karen Kissell, Governor's State University

Guests Present:

Julie DeWees, Western Illinois University
Holly Spence, Western Illinois University
Rhonda Vail, Western Illinois University
Pat Walsh, University of Illinois
Cathy Young, University of Illinois

Proceedings

- Mary Kentzler called the meeting to order at 9:33 a.m.
- Pat Walsh conducted roll call. Five members were present for video conference (3-UIS, 2-UIUC). Mary asked for a motion to allow Deborah Bonnell, Charon Frazier-Parks, Peggy Ho, and Cheryl Webster to participate via phone. A motion was made by Connie Hess and seconded by Paul McCann. Motion approved. Mary Kentzler recognized two new Board members; Deborah Bonnell from Northern Illinois University and Cheryl Webster from Western Illinois University.
- Mary Kentzler also recognized guests present from Western Illinois University and University of Illinois.
- The minutes for the July 30, 2013 meeting were presented, no changes were noted. Mary Kentzler requested a motion to accept the minutes as submitted. A motion to approve as submitted was made by Cheryl Webster, seconded by Paul McCann. Motion approved.

1st Quarter Exceptions for FY14

Chicago State University – 2 exceptions for \$167.00
Eastern Illinois University – 38 exceptions for \$2,307.67
Governors State University – 13 exceptions for \$2,511.37
Illinois Board of Higher Education – No exceptions to report
Illinois Community College Board – No exceptions to report
Illinois Math and Science Academy – 4 exceptions for \$160.00

Illinois Student Assistance Commission – No exceptions to report

Illinois State University – 115 exceptions for \$9,168.27

➤ **Line #1 in the amount of \$410.40 pulled for follow up**

Northeastern Illinois University – 26 exceptions for \$3,963.13

Northern Illinois University – No exceptions to report

Southern Illinois University Carbondale – 150 exceptions for \$8,643.76

Southern Illinois University Edwardsville – 42 exceptions for \$3,309.16

Southern Illinois University School of Medicine – 3 exceptions for \$224.58

State Universities Civil Service System – No exceptions to report

State Universities Retirement System – 11 exceptions for \$2,582.24

University of Illinois at Chicago - 170 exceptions for \$16,941.54

➤ **Line #80 in the amount of \$610.00 pulled for follow up**

➤ **Line #152 in the amount of \$171.00 pulled for follow up**

➤ **Line #165 in the amount of \$119.00 pulled for follow up**

University of Illinois at Springfield – 17 exceptions for \$3,403.94

University of Illinois at Urbana-Champaign – 700 exceptions for \$62,471.23

➤ **Line #79 in the amount of \$596.00 pulled for follow up**

➤ **Line #171 in the amount of \$378.00 pulled for follow up**

➤ **Line #550 in the amount of \$72.97 pulled for follow up**

➤ **Line #703 in the amount of \$50.00 pulled for follow up**

➤ **Line #704 in the amount of \$50.00 pulled for follow up**

➤ **Line #705 in the amount of \$234.00 pulled for follow up**

University of Illinois Administration – 41 exceptions for \$2,445.49

Western Illinois University – 40 exceptions for \$1,797.90

Mary Kentzler requested a motion to accept the exception reports as presented, excluding the exception pulled for follow up from Illinois State University, the 3 exceptions pulled for follow up from UIC and the six exceptions pulled for follow up for the University of Illinois. Paul McCann made a motion to accept the reports as presented minus the exceptions pulled for follow up. Bruce Bennett seconded. Motion carried

Other Business

- Governor's Travel Control Board Travel Updates are not for us, informational only. You choose to receive these updates. We follow what the HETCB implements.
- Foreign lodging rates are reasonable cost and are not included in the exception report. HETCB website links to the U.S. State Department and these are used to determine reasonable rate. Can use actual cost if receipts are provided.
- Actual versus estimated expenses, per travel regulations they say the Board can approve before or after travel. Submit after travel in order to have actual amounts.
- HETCB is in process of changing language regarding mileage rate effective date. Mileage rates are the same as the federal rate. This language change was approved at July 8, 2010 meeting. We are working with UIUC Legal Counsel to follow procedures necessary to make update to bylaws.

The next meeting of the HETCB is scheduled for January 28, 2014 at 9:30 am.

Motion was made by Connie Hess to adjourn, seconded by Paul McCann. Meeting adjourned at 9:51 a.m.

Submitted by Mary Kentzler, Co-Chair