

HIGHER EDUCATION TRAVEL CONTROL BOARD
July 30, 2013 Meeting Minutes

Board Members

Present:

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

Absent:

Jasmin McIntosh, Northern Illinois University

Guests Present:

Rochelle Davis, Chicago State University
Katie Frossard-Fisher, Governor's State University
Andrea Middleton, Governor's State University
Holly Spence, Western Illinois University
Rhonda Vail, Western Illinois University
Pat Walsh, University of Illinois
Ginger Velazquez, University of Illinois

Proceedings

- Mary Kentzler called the meeting to order at 9:35 a.m.
- Pat Walsh conducted roll call. Eight members were present for video conference (2-GSU, 3-UIS, 2-UIUC, and 1-WIU). Mary Kentzler requested a motion to allow Peggy Ho to participate via phone. A motion was made by Paul McCann and seconded by Connie Hess. Motion approved.
- Mary Kentzler also recognized guests present from Chicago State University, Governor's State University, Western Illinois University, and University of Illinois.
- The minutes for the May 7, 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 Bruce Bennett, seconded by Paul McCann. Motion approved.

4th Quarter Exceptions for FY13

Chicago State University – 8 exceptions for \$1,387.00
Eastern Illinois University – 55 exceptions for \$3,246.61
Governors State University – 16 exceptions for \$3,414.98
Illinois Board of Higher Education – No exceptions to report
Illinois Community College Board – No exceptions to report
Illinois Math and Science Academy – 13 exceptions for \$2,016.03

- **Line 9 in the amount of \$110.88 was pulled for follow up**
- **Line 10 in the amount of \$110.88 was pulled for follow up**
- **Line #11 in the amount of \$110.88 was pulled for follow up**

Illinois Student Assistance Commission – 12 exceptions for \$2,193.89

Illinois State University – 58 exceptions for \$5,975.90

Northeastern Illinois University – 41 exceptions for \$4,296.11

Northern Illinois University – No exceptions to report

Southern Illinois University Carbondale – 141 exceptions for \$9,178.69

Southern Illinois University Edwardsville – 46 exceptions for \$4,694.93

Southern Illinois University School of Medicine – 1 exception for \$18.87

State Universities Civil Service System – No exceptions to report

State Universities Retirement System – 15 exceptions for \$2,163.45

University of Illinois at Chicago - 222 exceptions for \$34,877.59

University of Illinois at Springfield – 27 exceptions for \$2,237.19

University of Illinois at Urbana-Champaign – 795 exceptions for \$80,956.37

- **Line #786 in the amount of \$890.00 pulled for follow up**
- **Line #797 in the amount of \$1,556.00 pulled for follow up**

University of Illinois Administration – 67 exceptions for \$3,764.26

Western Illinois University – 89 exceptions for \$5,259.10

Mary Kentzler requested a motion to accept the exception reports as presented, excluding the three exceptions pulled from Illinois Math and Science Academy and the two exceptions pulled for follow up for the University of Illinois. Connie Hess made a motion to accept the reports as presented minus the exceptions pulled for follow up. Karen Kissel seconded. Motion carried

Other Business

- Maxine Sandretto from the University of Illinois retired June 30, 2013. No new appointment for the University of Illinois has been named. Ginger Velazquez is serving in an Interim appointment. Mary Kentzler, Vice Chair of the HETCB, is currently serving as Chair.
- Charon Frazier-Parks asked how others are collecting documentation for items billed directly. Karen Kissel at Governor's State University said she will work with Chicago State University to clarify their process.
- Charon Frazier-Parks asked members about reimbursement for foreign per diem. Most agencies indicated they paid the federal rate by country. Charon Frazier-Parks asked if there had ever been any audit issues at other agencies. Majority response was no.
- Charon Frazier-Parks asked how the HETCB revised language on their website. Mary Kentzler responded there are regulations that have to be followed. Once the revisions have been approved by the Board they are sent on to JCAR for approval.

The next meeting of the HETCB is scheduled for October 29, 2013 at 9:30 am.

Motion was made by Charon Frazier-Parks to adjourn, seconded by Karen Kissel. Meeting adjourned at 9:55 a.m.

Submitted by Mary Kentzler, Co-Chair