

HIGHER EDUCATION TRAVEL CONTROL BOARD
January 29, 2013 Meeting Minutes

Board Members

Present:

Bruce Bennett, Illinois Community College Board
Dana Biernbaum, Western Illinois University
Connie Hess, SIU School of Medicine
Peggy Ho, Northeastern Illinois University
Mary Kentzler, Illinois State University
Karen Kissel, Governors State University
Paul McCann, Eastern Illinois University
Jasmin McIntosh, Northern Illinois University
Peggy Podlasek, Illinois Board of Higher Education
Maxine Sandretto, University of Illinois

Absent:

Louise Williams, Chicago State University

Guests Present:

Carla Dietsch, Illinois State 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 9:32 a.m.
- Pat Walsh conducted roll call. Eight members were present for video conference (1-GSU, 3-UIS, 3-UIUC, 1-WIU). Maxine Sandretto requested a motion to allow Jasmin McIntosh and Peggy Ho to participate via phone. A motion was made by Dana Biernbaum and seconded by Paul McCann. Motion approved.
- Maxine Sandretto also recognized guests present from Illinois State University, Western Illinois University, and University of Illinois.
- The minutes for the December 11, 2012 meeting were presented, no changes were noted. There was a question from Peggy Podlasek as to whether the HETCB needs to take a position on State Comptroller's establishment of a new Detailed Object Code for the reporting of mileage reimbursements. Are those agencies within the HETCB that submit through the Comptroller required to comply? Maxine Sandretto noted that the Travel Regulation Council does not require anything and it was also noted that the Comptroller is not enforcing this. Maxine Sandretto will check with University Legal Counsel on requirements and HETCB authority to not comply and moved this for further discussion under "new business" for today. Maxine Sandretto requested a motion to accept the minutes as submitted. A motion to approve as submitted was made by Mary Kentzler, seconded by Dana Biernbaum. Motion approved.

2nd Quarter Exceptions for FY13

Chicago State University – 1 exception for \$776.40

- **Line #1 in the amount of \$776.40 pulled for follow up**

Eastern Illinois University – 36 exceptions for \$1,460.53

Governors State University – 12 exceptions for \$1,566.61

Illinois Board of Higher Education – No exceptions to report

Illinois Community College Board – No exceptions to report

Illinois Math and Science Academy – 3 exceptions for \$320.59

Illinois Student Assistance Commission – 1 exception for \$24.40

Illinois State University – 103 exceptions for \$8,844.00

Northeastern Illinois University – 16 exceptions for \$1,589.01

Northern Illinois University – No exceptions to report

Southern Illinois University Carbondale – 133 exceptions for \$13,213.99

- **Line #7 in the amount of \$199.78 pulled for follow up**

- **Line #130 in the amount of \$11.40 pulled for follow up**

Southern Illinois University Edwardsville – 57 exceptions for \$3,375.05

Southern Illinois University School of Medicine – 1 exception for \$38.02

State Universities Civil Service System – No exceptions to report

State Universities Retirement System – 11 exceptions for \$1,175.75

- **Line # 1 in the amount of \$98.79 pulled for follow up**

- **Line # 2 in the amount of \$98.79 pulled for follow up**

University of Illinois at Chicago – Report not yet available

University of Illinois at Springfield – Report not yet available

University of Illinois at Urbana-Champaign – Report not yet available

Western Illinois University – 60 exceptions for \$2,836.35

Maxine Sandretto requested a motion to accept the exception reports as presented, excluding one exception for Chicago State University, two exceptions for SIU Carbondale, and two exceptions for SURS. Dana Biernbaum made a motion to accept the reports as presented minus those exceptions noted. Bruce Bennett seconded. Motion carried

Other Business

- Maxine Sandretto announced that she will be retiring in July 2013 and requested nominations for the Chair and Vice Chair of the HETCB. Maxine reviewed the duties of the Chair which include leading the quarterly HETCB meetings and attending the annual Travel Regulation Council meeting. Mary Kentzler nominated Maxine Sandretto to continue as Chair until her retirement. Paul McCann nominated Mary Kentzler to continue as Vice Chair. Both nominations were approved by the Board.
- It was noted that the GSA did follow the IRS mileage rate increase to 56.5 cents effective January 1, 2013.
- Follow up discussion was conducted on the HETCB requesting a raise in per diem rates. Maxine Sandretto noted that current rates were voted on at the Travel Regulation Council meeting and are for the year. The HETCB would need to submit a request prior to the State TRC meeting this fall. It was agreed to add to the next HETCB agenda a proposal to take forward to the state for consideration of per diem rates. Maxine Sandretto will check with Kelly Wells regarding this proposal submission.
- Follow up discussion was conducted on Western Illinois University's questions at the last meeting regarding WIU not being included on a list to receive approved state rates in Chicago. Maxine Sandretto checked with Kelly Wells and was informed that no such list exists. A state

ID should be sufficient proof of entity connection. Kelly suggested that WIU provide further information on when and where this happened. Dana Biernbaum will secure this information and provide.

- A motion was made that the HETCB is not going to require members to use the new Detail Object Code for mileage reimbursement as established by the State of Illinois Comptroller. Motion to approve was made by Paul McCann and seconded by Peggy Podlasek. Motion carried.

The next meeting of the HETCB is scheduled for May 7, 2013 at 9:30 am.

Motion was made by Mary Kentzler to adjourn, seconded by Connie Hess. Meeting adjourned at 9:48 a.m.

Submitted by Maxine Sandretto, Chair