

HIGHER EDUCATION TRAVEL CONTROL BOARD
April 29, 2014 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 Kissell, Governor's State University
Paul McCann, Eastern Illinois University
Deborah Bonnell, Northern Illinois University
Deb VonDeBur, Illinois Board of Higher Education
Cheryl Webster, Western Illinois University

Absent:

None

Guests Present:

Holly Spence, Western Illinois University
Rhonda Vail, Western Illinois University
Ginger Velazquez, University of Illinois
Cathy Young, University of Illinois

Proceedings

- Mary Kentzler called the meeting to order at 9:37 a.m.
- Cathy Young conducted roll call. Seven members were present for video conference (3-UIS, 2-UIUC, 1-WIU, 1-GSU). Mary asked for a motion to allow Charon Frazier-Parks, Peggy Ho, and Deborah Bonnell to participate via phone. A motion was made by Connie Hess and seconded by Cheryl Webster. Motion approved.
- Mary Kentzler also recognized guests present from Western Illinois University and University of Illinois.
- The minutes for the February 24, 2014 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 Charon Frazier-Parks, seconded by Karen Kissel. Motion approved.

3rd Quarter Exceptions for FY14

III. 3rd Quarter Exceptions for FY14

Chicago State University – 11 exceptions for \$786.99
 Eastern Illinois University – 25 exceptions for \$999.95
 Governors State University – 17 exceptions for \$1,960.80
 Illinois Board of Higher Education – No exceptions to report
 Illinois Community College Board – No exceptions to report
 Illinois Math and Science Academy – 2 exceptions for \$113.25
 Illinois Student Assistance Commission – 13 exceptions for \$556.40
 ➤ **Line #3 in the amount of \$867.00 pulled for follow up**
 ➤ **Line #7 in the amount of \$578.00 pulled for follow up**
 ➤ **Line #16 in the amount of \$578.00 pulled for follow up**
 Illinois State University – 120 exceptions for \$5,802.64
 Northeastern Illinois University – 12 exceptions for \$2,020.65
 ➤ **Line #3 in the amount of \$116.48 pulled for follow up**
 ➤ **Line #4 in the amount of \$116.48 pulled for follow up**
 ➤ **Line #5 in the amount of \$116.48 pulled for follow up**
 ➤ **Line #8 in the amount of \$116.48 pulled for follow up**
 ➤ **Line #9 in the amount of \$116.48 pulled for follow up**
 ➤ **Line #18 in the amount of \$1,317.90 pulled for follow up**
 Northern Illinois University – No exceptions reported
 Southern Illinois University Carbondale – 136 exceptions for \$7,025.48
 ➤ **Line #38 in the amount of \$1,305.15 pulled for follow up**
 Southern Illinois University Edwardsville – 20 exceptions for \$1,269.11
 Southern Illinois University School of Medicine – 1 exception for \$4.48
 State Universities Civil Service System – No exceptions to report
 State Universities Retirement System – 2 exceptions for \$48.00
 ➤ **Line #2 in the amount of \$758.00 pulled for follow up**
 ➤ **Line #3 in the amount of \$65.00 pulled for follow up**
 ➤ **Line #4 in the amount of \$258.00 pulled for follow up**
 University of Illinois at Chicago – 207 exceptions for \$28,285.03
 ➤ **Line #68 in the amount of \$642.00 pulled for follow up**
 ➤ **Line #88 in the amount of \$1,650.00 pulled for follow up**
 ➤ **Line #137 in the amount of \$249.98 pulled for follow up**
 ➤ **Line #138 in the amount of \$249.98 pulled for follow up**
 ➤ **Line #139 in the amount of \$249.98 pulled for follow up**
 University of Illinois at Springfield – 13 exceptions for \$1,268.00
 University of Illinois at Urbana-Champaign – 693 exceptions for \$58,924.79
 ➤ **Line #394 in the amount of \$798.00 pulled for follow up**
 University of Illinois – University Administration – 78 exceptions for \$5,013.24
 Western Illinois University – 29 exceptions for \$1,059.26

Mary Kentzler requested a motion to accept the exception reports as presented, excluding the exceptions pulled for follow up from Illinois Student Assistance Commission, Northeastern Illinois University, Southern Illinois University Carbondale, State Universities Retirement System, University of Illinois at Chicago, and University of Illinois at Urbana-Champaign. Paul McCann made a motion to accept the reports as presented minus the exceptions pulled for follow up. Charon Frazier-Parks seconded. Motion carried.

Other Business

- IMSA submitted an exception to pay for two fuel purchases for the same rental car. Employee had to fill the tank when picking up the Enterprise vehicle. The windshield cracked as they left town so they returned the vehicle and picked up another one. This vehicle was also low on fuel so they again had to purchase fuel. Reimbursement was originally rejected by the IL Office of the Comptroller (IOC). After discussion, Mary asked for a motion to approve the exception. Motion made by Deb Von DeBur. Seconded by Connie Hess. Motion carried.
- Update to proposed HETCB bylaws section 80-2900 posted in the 3/14/14 Illinois Register made it through the 45 days without any comments received. Cathy will contact Amy Zilis for direction on submitting the 2nd Notice.
- New federal OMB regulations effective 12/26/14 pertaining to dependent care costs being covered while traveling. Further discussion will occur at the July 29, 2014 meeting.
- Section 2900.75 - Employees utilizing Employee Owned or Controlled Housing must be reported to the HETCB. A tab will be added to the exception reports to provide the number of nights paid at 75% of the applicable lodging rate per day.
- Mary Kentzler nominated Charon Frazier-Parks as the new HETCB Chair to fulfil Maxine's 2 year term through January 2015. Paul McCann seconded. Motion carried. Mary will continue as Vice-Chair through January 2015.

Mary Kentzler turned the meeting over to the new Chair, Charon Frazier-Parks.

Charon announced the next meeting of the HETCB is scheduled for July 29, 2014 at 9:30 am.

Ginger Velasquez asked Mary Kentzler if she received the letter from Walter Knorr appointing Ginger to the HETCB Board as the representative for the University of Illinois. Mary responded that she had not received the letter. Ginger will follow up.

Motion was made to adjourn by Mary Kentzler, seconded by Deb VonDeBur.
Meeting adjourned at 10:20 a.m.

Submitted by Charon Frazier-Parks, Chair