

HIGHER EDUCATION TRAVEL CONTROL BOARD
February 24, 2014 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
Mary Kentzler, Illinois State University
Paul McCann, Eastern Illinois University
Deb VonDeBur, Illinois Board of Higher Education
Cheryl Webster, Western Illinois University

Absent:

Peggy Ho, Northeastern Illinois University
Karen Kissell, Governor's State University

Guests Present:

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

Proceedings

- Mary Kentzler called the meeting to order at 9:05 a.m.
- Pat Walsh conducted roll call. Six members were present for video conference (3-UIS, 2-UIUC, 1-WIU). Mary asked for a motion to allow Deborah Bonnell, Charon Frazier-Parks 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 Western Illinois University and University of Illinois.
- The minutes for the October 29, 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 Connie Hess. Motion approved.

2nd Quarter Exceptions for FY14

Chicago State University – 8 exceptions for \$785.00
Eastern Illinois University – 43 exceptions for \$2,733.73

Governors State University – 12 exceptions for \$1,600.20
 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 \$418.00
 Illinois Student Assistance Commission – 4 exceptions for \$449.00
 Illinois State University – 49 exceptions for \$2,187.35
 Northeastern Illinois University – 14 exceptions for \$1,081.81
 Northern Illinois University – No exceptions to report
 Southern Illinois University Carbondale – 153 exceptions for \$9,741.57
 Southern Illinois University Edwardsville – 50 exceptions for \$2,593.27
 Southern Illinois University School of Medicine – 4 exceptions for \$300.72
 State Universities Civil Service System – No exceptions to report
 State Universities Retirement System – 16 exceptions for \$1,958.41
 University of Illinois at Chicago – 249 exceptions for \$33,473.91
 University of Illinois at Springfield – 22 exceptions for \$1,796.23
 University of Illinois at Urbana-Champaign – 801 exceptions for \$80,719.52
 ➤ **Line #451 in the amount of \$825.12 pulled for follow up**
 ➤ **Line #452 in the amount of \$825.12 pulled for follow up**
 ➤ **Line #467 in the amount of \$212.00 pulled for follow up**
 ➤ **Line #483 in the amount of \$110.00 pulled for follow up**
 ➤ **Line #536 in the amount of \$118.00 pulled for follow up**
 ➤ **Line #537 in the amount of \$118.00 pulled for follow up**
 University of Illinois Administration – 66 exceptions for \$7,579.47
 Western Illinois University – 41 exceptions for \$1,991.37

Cheryl Webster asked about SURS reports including tax.

Mary Kentzler requested a motion to accept the exception reports as presented, excluding the exceptions pulled for follow up from the University of Illinois at Urbana-Champaign. 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

- Mileage decreased from \$.565/mile to \$.56/mile effective January 1, 2014
- Notice of proposed changes to the HETCB Bylaw 2900.60 which was approved by the HETCB in 2010, was sent to the Illinois Register for publication. After 45 days it will be reviewed by JCAR, if no comments are received we will make the necessary updates to the Bylaws. This was the result of changes to the State Finance Act.
- The Travel Control Board met on December 5, 2013. There was discussion of increases to lodging rates. The TRC said state rates can still be found at middle range hotels. No increase was proposed for this year. The Governor's Travel Control Board made changes in language in mileage with regard to traveling in opposite direction from home to office. Only excess of commuting miles will be allowed, regardless of location of Headquarters. No changes made on other travel control boards. The TRC will meet again in the fall.
- The recent notice from the Governor's Travel control Board on Valet Parking does not apply to the HETCB, unless the HETCB votes to make changes. There was no further

discussion.

- Cathy Young will be taking over as coordinator of HETCB meetings and exception reports due to the retirement of Pat Walsh.
- Charon Frazier-Parks asked the other institutions how long they give their employees to turn in receipts from travel. Connie Hess responded that SIU accepts receipts up to 60 days after completion of travel. After 60 days it is reported as taxable income. This is IRS policy.
- Kelly Wells sent an email regarding the State of Illinois contract with Enterprise Rent A Car and certain fees being waived.

The next meeting of the HETCB is scheduled for April 29, 2014 at 9:30 am.

Motion was made to adjourn by Connie Hess, seconded by Charon Frazier-Parks.
Meeting adjourned at 9:51 a.m.

Submitted by Mary Kentzler, Co-Chair