

**HIGHER EDUCATION TRAVEL CONTROL BOARD**  
**March 5, 2018 Meeting Minutes**

**Board Members**

*Present:*

Paul McCann, Eastern Illinois University  
Andrea Middleton, Governors State University  
Bruce Bennett, Illinois Board of Higher Education  
Carla Dietsch, Illinois State University  
Katie Smith, Northeastern Illinois University  
Deborah Bonnell, Northern Illinois University  
Amanda Cannon, Southern Illinois University  
Gloria Keeley, University of Illinois  
Cheryl Webster, Western Illinois University

*Absent:*

Marcie Aranda, Chicago State University  
Sarah Robinson, Illinois Community College Board

*Guests Present:*

Eric Cotton, Chicago State University  
Katie Frossard-Fisher, Governors State University  
Janelle Buss, Southern Illinois University  
Rhonda Vail, Western Illinois University  
Robert O'Bear, Western Illinois University  
Cathy Young, University of Illinois

**Proceedings**

- Paul McCann called the meeting to order at 1:30 pm.
- Cathy Young conducted roll call. Eight members were present for video conference (1-GSU, 2-ISU, 2-UIS, 2-UIUC, and 1-WIU). Paul asked for a motion to allow Katie Smith and Eric Cotton to participate via phone. A motion was made by Gloria Keeley and seconded by Bruce Bennett. Motion approved.
- Paul recognized guests from Chicago State University, Governors State University, Southern Illinois University, Western Illinois University and University of Illinois.
- The minutes for the October 25, 2017 meeting were presented. Paul asked if there were any questions on the minutes. Hearing none, Paul requested a motion to accept the minutes as submitted. A motion to approve as submitted was made by Katie Smith, seconded by Andrea Middleton. Motion approved.
- Paul asked the Board to carefully review the exceptions prior to each meeting due to the extensive amount of time spent reviewing them and the amount of exceptions that were pulled at the first quarter meeting. Paul suggested Board members ask themselves, especially for exceptions in expensive areas of the country, would my institution approve this exception? Paul asked if any Board members had questions. Amanda suggested pulling a sample of exceptions and stated she prefers gathering the info prior to meetings. She asked what the guidelines were, how many hotels should be contacted, what are acceptable reasons, non-acceptable, etc. Board members advised that each institution establishes their own guidelines.

## 2nd Quarter Exceptions for FY18

Chicago State University – 1 exception for \$172.00  
Eastern Illinois University – 21 exceptions for \$1,057.73  
Governors State University – 8 exceptions for \$491.89  
Illinois Board of Higher Education – No exceptions to report  
Illinois Community College Board – No exceptions to report  
Illinois Math and Science Academy – 10 exceptions for \$882.97  
Illinois Student Assistance Commission – 12 exceptions for \$4,478.51  
Illinois State University – 104 exceptions for \$6,451.68  
Northeastern Illinois University – 15 exceptions for \$2,832.66  
    ➤ **Line #9 in the amount of \$714.00 pulled for follow up**  
Northern Illinois University – 13 exceptions for \$1,114.24  
Southern Illinois University Carbondale – 168 exceptions for \$10,482.50  
Southern Illinois University Edwardsville – 47 exceptions for \$2,739.60  
Southern Illinois University School of Medicine – 16 exceptions for \$2,991.12  
State Universities Civil Service System – 3 exceptions for \$64.20  
State Universities Retirement System – 19 exceptions for \$2,005.61  
University of Illinois at Chicago – 305 exceptions for \$54,468.87  
    ➤ **Line #193 in the amount of \$1,122.00 pulled for follow up**  
    ➤ **Line #213 in the amount of \$2,038.25 pulled for follow up**  
    ➤ **Line #282 in the amount of \$1,047.00 pulled for follow up**  
University of Illinois at Springfield – 54 exceptions for \$3,491.83  
University of Illinois at Urbana-Champaign – 1008 exceptions for \$120,918.33  
    ➤ **Line #31 in the amount of \$219.70 pulled for follow up**  
    ➤ **Line #56 in the amount of \$414.00 pulled for follow up**  
    ➤ **Line #231 in the amount of \$702.40 pulled for follow up**  
    ➤ **Line #399 in the amount of \$401.52 pulled for follow up**  
    ➤ **Line #531 in the amount of \$337.48 pulled for follow up**  
    ➤ **Line #571 in the amount of \$883.00 pulled for follow up**  
    ➤ **Line #636 in the amount of \$438.00 pulled for follow up**  
    ➤ **Line #887 in the amount of \$1,241.68 pulled for follow up**  
University of Illinois – University Administration – 34 exceptions for \$1,790.97  
Western Illinois University – 52 exceptions for \$3,328.78

Paul requested a motion to accept the exception reports as presented, excluding the exceptions pulled for follow up from Northeastern Illinois University, University of Illinois Chicago, and University of Illinois Urbana-Champaign. Motion made by Cheryl Webster. Debbie Bonnell seconded. Motion carried.

## Other Business

### III. Other Business

- Mileage increased from \$.535/mile to \$.545/mile, effective 1/1/18
- Ethics training
  - i. Cheryl advised that she has received all Ethics Training Certificates except Chicago State's. Eric Cotton advised that he has replaced Marcie Aranda as the rep for CSU. Paul advised Eric that he must be appointed to the Board by CSU. Cathy will send Eric a sample letter of appointment and send Eric's contact info to Cheryl.
- Travel Regulation Council meeting
  - i. Paul advised there has been no movement by CMS to schedule a 2<sup>nd</sup> meeting to discuss raising the allowable lodging rates but he will continue to pursue.

- Discuss Illinois Admin Code
  - i. Section 2900.100 Approved Conferences/Official Meetings
    - 1. Cathy explained how U of I differentiates between Required location and Conference location. Carla stated that ISU separates them the same way and Cheryl advised that WIU does also.
  - ii. Section 2900.70 Lodging
    - 1. Gloria asked if Airbnb falls under this code. Paul responded yes; Bruce agreed. Cathy will send an e-mail to the Board asking how Airbnb is handled at each institution.
- Department of State Meals and Incidental Expenses (M&IE) rates
  - i. Amanda explained that SIU only reimburses based on receipts and is looking for guidance to update her school's regulations. Carla advised that institutions may be stricter than state guidelines. Paul offered to add this topic to the next quarter meeting.
- Airline Ancillary Fees
  - i. Gloria asked how other institutions are handling airline ancillary fees. Paul advised that EIU does not allow them. Amanda stated that SIU does not allow them either.
- Amanda asked if anyone was reimbursing search engine booking fees since SIU is not. Board members advised it is an institutional decision.
- Election of HETCB Chairs
  - i. Chair and Vice-Chair
    - 1. Gloria stated she would consider a self-nomination for Vice-Chair. Paul agreed to continue as Chair if the Board agreed. Paul asked if there were any other nominations and received no response.  
Paul asked for a vote in favor of Paul continuing as Chair and Gloria stepping in as Vice Chair. All Board members agreed.
  - ii. Ethics Officer
    - 1. Carla volunteered to take over as Ethics Officer. Paul asked for a motion to accept Carla Dietsch as the new Ethics Officer. Motion made by Gloria and seconded by Cheryl. Motion carried.

Paul announced the next meeting of the HETCB is scheduled for Wednesday, April 25, 2018 at 9:30 am.

Paul asked for a motion to adjourn the meeting. Motion made by Gloria Keeley, seconded by Carla Dietsch. Meeting adjourned at 2:37 pm.

Submitted by Paul McCann, Chair