

**HIGHER EDUCATION TRAVEL CONTROL BOARD**  
**July 25, 2018 Meeting Minutes**

**Board Members**

*Present:*

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  
Paul McCann, Eastern Illinois University  
Sarah Robinson, Illinois Community College Board

*Guests Present:*

Kathleen Frossard-Fisher, Governors State University  
Robert O’Bear, Western Illinois University  
Rhonda Vail, Western Illinois University  
Cathy Young, University of Illinois

**Proceedings**

- Gloria Keeley called the meeting to order at 9:31 am.
- Cathy Young conducted roll call. Eight members were present for video conference (2-GSU, 2-ISU, 2-UIS, 1-UIUC, and 1-WIU). No Board members attended via phone.
- Gloria recognized guests from Governors State University, Western Illinois University and University of Illinois.
- The minutes for the April 25, 2018 meeting were presented. Gloria asked if there were any questions on the minutes. Hearing none, Gloria requested a motion to accept the minutes as submitted. A motion to approve as submitted was made by Debbie Bonnell, seconded by Bruce Bennett. Motion approved.

**4th Quarter Exceptions for FY18**

Chicago State University – 8 exceptions for \$943.26  
Eastern Illinois University – 24 exceptions for \$1,275.28  
Governors State University – 11 exceptions for \$1,816.38  
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 \$269.00  
Illinois Student Assistance Commission – 3 exception for \$119.92  
Illinois State University – 79 exceptions for \$8,960.68  
Northeastern Illinois University – 19 exceptions for \$3,356.48  
Northern Illinois University – 24 exceptions for \$1,219.27

Southern Illinois University Carbondale – 226 exceptions for \$19,717.36

- **Line #117 in the amount of \$705.00 pulled for follow up**
- **Line #194 in the amount of \$524.00 pulled for follow up**

Southern Illinois University Edwardsville – 38 exceptions for \$3,696.62

- **Line #21 in the amount of \$950.00 pulled for follow up**

Southern Illinois University School of Medicine – 7 exceptions for \$1,736.72

- **Line #5 in the amount of \$1,399.23 pulled for follow up**

State Universities Civil Service System – No exceptions to report

State Universities Retirement System – 26 exceptions for \$2,210.20

University of Illinois at Chicago – 317 exceptions for \$64,126.81

- **Line #8 in the amount of \$484.00 pulled for follow up**
- **Line #55 in the amount of \$509.30 pulled for follow up**
- **Line #57 in the amount of \$365.15 pulled for follow up**
- **Line #149 in the amount of \$578.30 pulled for follow up**
- **Line #179 in the amount of \$660.00 pulled for follow up**
- **Line #185 in the amount of \$285.00 pulled for follow up**
- **Line #219 in the amount of \$244.00 pulled for follow up**

University of Illinois at Springfield – 11 exceptions for \$1,417.41

- **Line #6 in the amount of \$432.00 pulled for follow up**

University of Illinois at Urbana-Champaign – 1173 exceptions for \$150,300.44

- **Line #35 in the amount of \$69.00 pulled for follow up**
- **Line #91 in the amount of \$717.00 pulled for follow up**
- **Line #92 in the amount of \$717.00 pulled for follow up**
- **Line #133 in the amount of \$163.00 pulled for follow up**
- **Line #135 in the amount of \$179.00 pulled for follow up**
- **Line #203 in the amount of \$217.12 pulled for follow up**
- **Line #250 in the amount of \$427.08 pulled for follow up**
- **Line #251 in the amount of \$971.16 pulled for follow up**
- **Line #252 in the amount of \$971.16 pulled for follow up**
- **Line #394 in the amount of \$255.50 pulled for follow up**
- **Line #446 in the amount of \$259.00 pulled for follow up**
- **Line #450 in the amount of \$916.47 pulled for follow up**
- **Line #456 in the amount of \$231.00 pulled for follow up**
- **Line #477 in the amount of \$992.00 pulled for follow up**
- **Line #640 in the amount of \$395.37 pulled for follow up**
- **Line #690 in the amount of \$658.00 pulled for follow up**
- **Line #691 in the amount of \$658.00 pulled for follow up**
- **Line #798 in the amount of \$408.00 pulled for follow up**
- **Line #988 in the amount of \$256.00 pulled for follow up**
- **Line #989 in the amount of \$299.00 pulled for follow up**
- **Line #990 in the amount of \$299.00 pulled for follow up**
- **Line #1045 in the amount of \$1,183.94 pulled for follow up**
- **Line #1098 in the amount of \$306.13 pulled for follow up**
- **Line #1103 in the amount of \$861.92 pulled for follow up**

University of Illinois – University Administration – 41 exceptions for \$3,359.24

Western Illinois University – 56 exceptions for \$2,709.98

- **Line #49 in the amount of \$189.00 pulled for follow up**

Gloria requested a motion to accept the exception reports as presented, excluding the exceptions pulled for follow up from Southern Illinois University Carbondale, Southern Illinois University Edwardsville, Southern Illinois University School of Medicine, University of Illinois Chicago, University of Illinois Springfield, University of Illinois Urbana-Champaign and Western Illinois University. Motion made by Carla Dietsch.

Debbie Bonnell seconded. Motion carried.

### **Other Business**

#### III. Other Business

- Airline exchange fees
  - i. E-mail from Sarah Robinson
    - 1. Gloria shared ICCB's e-mail about having the HETCB review requests for reimbursement of airline exchange fees. Gloria advised there is nothing stated in the HETCB rules and guidelines about reviewing this type of expense and asked Board members for input. Cheryl stated the Board should remain silent. Bruce added the Board should allow each institution to make the determination for their agency. Gloria and the other members present agreed.

Gloria asked if anyone had any other questions, comments or agenda items and received no response.

Gloria announced the next HETCB meeting is scheduled for Wednesday, October 24, 2018 at 9:30 am and asked for a motion to adjourn the meeting. Motion made by Cheryl Webster, seconded by Bruce Bennett. Meeting adjourned at 10:13 am.

Submitted by Gloria Keeley, Vice Chair