

**HIGHER EDUCATION TRAVEL CONTROL BOARD**  
**January 29, 2020 Meeting Minutes**

**Board Members**

*Present:*

Sharon Clanton, Chicago State University  
Paul McCann, Eastern Illinois University  
Bruce Bennett, Illinois Board of Higher Education  
Janae McBride, Illinois Community College Board  
Carla Dietsch, Illinois State University  
Tracy McFall, Northeastern Illinois University  
Deborah Bonnell, Northern Illinois University  
Agnes Arnold, Southern Illinois University  
Brent Rasmus, University of Illinois  
Cheryl Webster, Western Illinois University

*Absent:*

Andrea Middleton, Governors State University

*Guests Present:*

Rhonda Vail, Western Illinois University  
Cathy Young, University of Illinois

**Proceedings**

- Paul McCann called the meeting to order at 9:31 am.
- Cathy Young conducted roll call. Eight members were present for video conference (2-ISU, 3-UIS, 2-UIUC, and 1-WIU). Paul asked for a motion to allow Sharon Clanton and Tracy McFall to attend via phone. A motion was made by Debbie Bonnell and seconded by Bruce Bennett. Motion approved.
- Paul recognized Sharon Clanton as the new board member from Chicago State University.
- The minutes for the October 30, 2019 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 Cheryl Webster, seconded by Debbie Bonnell. Motion approved.
- Paul reviewed the board member responsibilities for Sharon.

**2nd Quarter Exceptions for FY20**

Chicago State University – 16 exceptions for \$1,499.58  
Eastern Illinois University – 15 exceptions for \$1,370.53  
Governors State University – 16 exceptions for \$1,039.05  
Illinois Board of Higher Education – 4 exceptions for \$145.88  
Illinois Community College Board – 1 exception for \$13.80  
Illinois Math and Science Academy – 5 exceptions for \$275.90  
Illinois Student Assistance Commission – 6 exceptions for \$258.00  
Illinois State University – 50 exceptions for \$3,138.75  
Northeastern Illinois University – 14 exceptions for \$2,240.12  
Northern Illinois University – 16 exceptions for \$839.57  
Southern Illinois University Carbondale – 119 exceptions for \$9,529.83  
Southern Illinois University Edwardsville – 49 exceptions for \$3,414.22  
Southern Illinois University School of Medicine – 8 exceptions for \$738.61

State Universities Civil Service System – 2 exceptions for \$23.00  
State Universities Retirement System – 16 exceptions for \$1,735.00  
University of Illinois at Chicago – 385 exceptions for \$59,741.92  
➤ **Line #123 in the amount of \$350.00 pulled for follow up**  
➤ **Line #191 in the amount of \$666.44 pulled for follow up**  
University of Illinois at Springfield – 24 exceptions for \$2,240.12  
University of Illinois at Urbana-Champaign – 1193 exceptions for \$158,672.68  
➤ **Line #339 in the amount of \$174.00 pulled for follow up**  
➤ **Line #410 in the amount of \$312.00 pulled for follow up**  
➤ **Line #456 in the amount of \$399.49 pulled for follow up**  
➤ **Line #464 in the amount of \$468.00 pulled for follow up**  
➤ **Line #491 in the amount of \$276.00 pulled for follow up**  
➤ **Line #512 in the amount of \$117.73 pulled for follow up**  
➤ **Line #527 in the amount of \$144.99 pulled for follow up**  
➤ **Line #910 in the amount of \$329.00 pulled for follow up**  
➤ **Line #938 in the amount of \$600.00 pulled for follow up**  
University of Illinois – University Administration – 63 exceptions for \$6,535.55  
➤ **Line #18 in the amount of \$402.10 pulled for follow up**  
➤ **Line #48 in the amount of \$1,044.65 pulled for follow up**  
Western Illinois University – 43 exceptions for \$2,302.05

Paul requested a motion to accept the exception reports as presented, excluding the exceptions pulled for follow up from University of Illinois Chicago, University of Illinois Urbana-Champaign and University of Illinois Administration. Motion made by Carla Dietsch. Brent Rasmus seconded. Motion carried.

### **Other Business**

- University of Illinois would like to know how other institutions are reporting Headquarters Designation. Brent reviewed the statute and asked if everyone was submitting this report and if yes, to provide examples of specific instances. Paul advised that Eastern files semi-annually and includes board members and student teaching coordinators not located on campus. Eastern reaches out to academic units to see where faculty is teaching. Cheryl advised that Western files the same as Eastern. Carla stated that Illinois State has a long report due to online courses. Cheryl stated that Western's provost office completes the report based on HR data. Debbie stated it was the same for Northern Illinois.
- Paul is seeing a lot of exceptions over \$50/night and asked the Board to think about if the right decision was made in increasing the lodging allowances outside Cook County by \$15.00 or if the decision gave the hotels the opportunity to increase their rates. Sharon stated that the industry is driving us, we're not driving the industry. Paul stated that the Hotel Assn and various Chamber of Commerce around the state said they could not make a profit at \$60/nt.
- Paul advised the TRC did not support an increase in meal per diems or raising the receipt threshold to \$25.00. Paul asked Bruce if IBHE provided a per diem or receipts. Bruce stated they provide per diem but there is a difference between state travel vs university travel.
- Carla thanked everyone for completing the training on sexual harassment and ethics and advised that it looks like it will move to an online training.

Paul asked if anyone had anything else to discuss and received no response.

Paul asked for a motion to adjourn the meeting. Motion made by Carla Dietsch and seconded by Bruce Bennett. Paul announced the next HETCB meeting was scheduled for Wednesday, April 29, 2020 at 9:30 am

Meeting adjourned at 10:20 am. Submitted by Paul McCann, Chair