

HIGHER EDUCATION TRAVEL CONTROL BOARD
October 27, 2021 Meeting Minutes

Board Members

Present:

Paul McCann, Eastern Illinois University
Kent Clapsaddle, Chicago State University
Andrea Middleton, Governors State University
Tracy Rembusch, Illinois Board of Higher Education
Carla Dietsch, Illinois State University
Tracy McFall, Northeastern Illinois University
Deborah Bonnell, Northern Illinois University
Agnes Arnold, Southern Illinois University
Mike Bass, University of Illinois System
Cheryl Webster, Western Illinois University

Absent:

Zia Diaz, Illinois Community College Board

Guests Present:

Zachary Vespa, Illinois Community College Board
Cathy Young, University of Illinois System

Proceedings

- Paul McCann called the meeting to order at 9:30 am.
- Cathy Young conducted roll call. Six members were present for video conference (1-ISU, 2-UIS, 2-UIUC, and 1-WIU). Paul asked for a motion to allow Kent Clapsaddle, Andrea Middleton, Tracy McFall and Debbie Bonnell to attend via phone. A motion was made by Mike Bass and seconded by Carla Dietsch. Motion approved.
- Paul recognized new board members Zia Diaz for the Illinois Community College Board and Mike Bass for the University of Illinois System, then recognized guests from ICCB and U of I system.
- The minutes for the July 28, 2021 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 Kent Clapsaddle, seconded by Debbie Bonnell. Motion approved.

1st Quarter Exceptions for FY22:

Chicago State University – No exceptions to report
Eastern Illinois University – 2 exceptions for \$71.86
Governors State University – 2 exceptions for \$168.00
Illinois Board of Higher Education – No exceptions to report
Illinois Community College Board – No exceptions to report
Illinois Math and Science Academy – No exceptions to report
Illinois Student Assistance Commission – No exceptions to report
Illinois State University – 49 exceptions for \$3,965.90
Northeastern Illinois University – No exceptions to report
Northern Illinois University – 24 exceptions for \$1,572.70
Southern Illinois University Carbondale – 92 exceptions for \$4,948.17
 ➤ **Line 79 in the amount of \$510.00 pulled for follow up**
Southern Illinois University Edwardsville – 21 exceptions for \$1,037.66

Southern Illinois University School of Medicine – 3 exceptions for \$193.00
State Universities Civil Service System – No exceptions to report
State Universities Retirement System – No exceptions to report
University of Illinois at Chicago – 60 exceptions for \$7,677.82
University of Illinois at Springfield – 2 exceptions for \$12.99
University of Illinois at Urbana-Champaign – 426 exceptions for \$40,072.43
➤ **Line 426 in the amount of \$3358.96 pulled for follow up**
University of Illinois – University Administration – 14 exceptions for \$474.00
Western Illinois University – 16 exceptions for \$420.09

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

Other Business

I. Other Business

a. Meal and Out of State lodging per diems

Paul advised that the Illinois state lodging rates were increased in July 2019. The TRC is made up of state agencies that do not travel and do not have any interest in raising out of state lodging rates but he will bring it back to the TRC at their next meeting. A meal per diem increase is a non-starter and political issue because state agencies do not want anything to be perceived as a benefit to state employees. The TRC is controlled by CMS. Andrea advised that most GSU travel is grant funded, not state funded, and asked if that made a difference. Paul advised that unfortunately it does not but possibly worth looking into getting an exception. Paul asked members to send examples to help support his case for an increase in out of state lodging or meal per diem. The next TRC meeting will be in November or December. Paul asked if anyone has any other comments or questions. Mike advised this issue has been argued since his previous time on the board.

b. Debbie asked about 2 people traveling to same event; one drove most direct route but 2nd employee took a longer route. How do the other schools handle this? Paul advised that exceptions for excess mileage is often requested due to multiple meetings, etc. and handled on an individual exception basis. Cheryl advised WIU would question it also and handle similar to Eastern. Carla advised that weather conditions may be considered also when approving excess mileage.

c. Carla advised that e-mails were sent to members regarding Ethics Training and will be sent to new members in November and thanked everyone in advance for completing the required training.

Paul advised the next meeting is scheduled for January 26, 2022 at 9:30 am then asked if anyone had anything else to discuss and received no response.

Paul adjourned the meeting at 10:01 am.

Submitted by Paul McCann, Chair