

**HIGHER EDUCATION TRAVEL CONTROL BOARD**  
**July 27, 2022 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  
Zachary Vespa, Illinois Community College Board  
Carla Dietsch, Illinois State University  
Tracy McFall, Northeastern Illinois University  
Deborah Bonnell, Northern Illinois University  
Susie Baker, University of Illinois System  
Cheryl Webster, Western Illinois University

*Absent:*

Agnes Arnold, Southern Illinois University

*Guests Present:*

Katie Frossard-Fischer, Governors State University  
Jessica Dunn, Western Illinois University  
Cathy Young, University of Illinois System

**Proceedings**

- Paul McCann called the meeting to order at 9:33 am.
- Cathy Young conducted roll call. Six members were present for video conference (1-CSU, 1-IBHE, 1-ISU, 2-UIUC, and 1-WIU). Four members attended via phone (, GSU, ICCB, NEIU and NIU).
- Paul recognized guests from Governors State, Western Illinois and University of Illinois.
- The minutes for the April 27, 2022 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 Tracy Rembusch. Motion approved.

**4th Quarter Exceptions for FY22:**

Chicago State University – No exceptions to report  
Eastern Illinois University – 12 exceptions for \$1,642.28  
Governors State University – 5 exceptions for \$471.06  
Illinois Board of Higher Education – 1exception for \$11.00  
Illinois Community College Board – No exceptions report  
Illinois Math and Science Academy – No exceptions to report  
Illinois Student Assistance Commission – 1 exception for \$44.00  
Illinois State University – 44 exceptions for \$5,697.43  
Northeastern Illinois University – 7 exceptions for \$1,975.24  
Northern Illinois University – 26 exceptions for \$2,322.09  
Southern Illinois University Carbondale – 84 exceptions for \$6,339.24

- **Line 40 in the amount of \$765.00 pulled for follow up**
- **Line 44 in the amount of \$765.00 pulled for follow up**
- **Line 77 in the amount of \$363.75 pulled for follow up**

Southern Illinois University Edwardsville – 26 exceptions for \$1,761.65  
Southern Illinois University School of Medicine – 11 exceptions for \$280.79  
State Universities Civil Service System – No exceptions to report  
State Universities Retirement System – 1 exception for \$318.00  
University of Illinois at Chicago – 2 exceptions for 5,132.01  
University of Illinois at Springfield – Current information not available  
University of Illinois at Urbana-Champaign – 3 exceptions for 6,840.40  
University of Illinois – University Administration – Current information not available  
Western Illinois University – 40 exceptions for \$2,282.92

Susie Baker explained that the University of Illinois has transitioned to a new expense system and is dealing with challenges in getting the required data extracted from the new system. She advised the issues are expected to be resolved by the next meeting in October.

Paul requested a motion to accept the exception reports as presented, excluding the exceptions pulled for follow up from Southern Illinois University Carbondale. Motion made by Susie Baker. Carla Dietsch seconded. Motion carried.

### **Other Business**

#### **I. Other Business**

- Paul advised that he's received data from the U of I System and others to support an increase to the per diem allowance. He will move forward with presenting the information to the TRC.
- Debbie Bonnell asked about remote working and travel reimbursement and asked if it still applied. Susie shared that it does still apply as it is based on employee headquarters. Debbie then asked about vehicle stipends. Paul shared at EIU, if a car is given to an employee, then all expenses are covered by the university. Gas, personal mileage, etc. is covered in the total cost of vehicle. Debbie explained at NIU, they only receive a portion. Cathy shared this would be a university decision, not a HETCB decision.
- Tracy Rembusch asked for clarification on headquarters (HQ) as IBHE now has remote, Chicago based employees. She asked if those employees should be reimbursed for travel to Springfield. Paul asked if IBHE had 2 headquarters as that will determine if they should be reimbursed. Susie shared that travel between HQ would be reimbursed for U of I. Tracy advised they do not have a Chicago HQ. Paul asked if IBHE was submitting a TA-2 report. Tracy advised she didn't know and will look into it. Paul asked Cheryl what WIU does since they have 2 campuses. Cheryl shared that WIU reimburses travel between HQ. Cheryl also shared remote workers are not reimbursed for mileage to HQ campus. The exception would be for new employees hired remotely.

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

Paul advised the next meeting is scheduled for Wednesday, October 26, 2022, then asked for a motion to adjourn the meeting. Motion made by Susie Baker and seconded by Carla Dietsch.

Meeting adjourned at 10:00 am.

Submitted by Paul McCann, Chair