

HIGHER EDUCATION TRAVEL CONTROL BOARD

April 26, 2023 Meeting Minutes

Board Members

Present:

Paul McCann, Eastern Illinois 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
Agnes Arnold, Southern Illinois University
Aaron Carter, University of Illinois System
Jessica Dunn, Western Illinois University

Absent:

Kent Clapsaddle, Chicago State University
Andrea Middleton, Governors State University

Guests Present:

Mike Hutchinson, Eastern Illinois University
Susie Baker, University of Illinois System
Cathy Young, University of Illinois System

Proceedings

- Paul McCann called the meeting to order at 9:32 am.
- Cathy Young conducted roll call. Nine members were present via video. No members attended by phone.
- Paul shared that a letter was received designating Aaron Carter as Board member for the University of Illinois System.
- Paul asked if there were any questions on the January 25, 2023 minutes, which were sent to the board in February. Hearing none, Paul requested a motion to accept the minutes as submitted. The motion was made by Carla Dietsch, seconded by Debbie Bonnell. Motion carried.

3rd Quarter Exceptions for FY23:

Chicago State University – No exceptions to report
Eastern Illinois University – 26 exceptions for \$2,318.59
Governors State University – 10 exceptions for \$1,008.94
Illinois Board of Higher Education – 2 exceptions for \$130.78
Illinois Community College Board – 13 exceptions for \$190.87
Illinois Math and Science Academy – 14 exceptions for \$362.97
Illinois Student Assistance Commission – 2 exceptions for \$197.53
Illinois State University – 64 exceptions for \$7,670.48
Northeastern Illinois University – 11 exceptions for \$860.68
Northern Illinois University – 48 exceptions for \$3,240.59
Southern Illinois University Carbondale – 60 exceptions for \$7,675.51
Southern Illinois University Edwardsville – 19 exceptions for \$1,612.37
Southern Illinois University School of Medicine – 8 exceptions for 1,383.00
State Universities Civil Service System – No exceptions to report

State Universities Retirement System – 2 exceptions for \$295.64

University of Illinois at Chicago – 97 exceptions for \$22,650.86

- **Line 5 in the amount of \$539.00 pulled for follow up**
- **Line 36 in the amount of \$359.00 pulled for follow up**
- **Line 48 in the amount of \$85.00 pulled for follow up**
- **Line 49 in the amount of \$85.00 pulled for follow up**

University of Illinois at Springfield – 21 exceptions for \$2,569.53

- **Line 1 in the amount of \$292.00 pulled for follow up**

University of Illinois at Urbana-Champaign – 243 exceptions for 31,771.31

University of Illinois – University Administration – 46 exceptions for \$6,032.45

Western Illinois University – 77 exceptions for \$3,161.73

Susie and Cathy explained that the UI System is now capturing destinations and will catch up on unreported lodging exceptions going forward. The next several quarterly reports from UI will be lengthy.

Paul requested a motion to accept the exception reports as presented, excluding the exceptions pulled for follow up from University of Illinois Chicago and University of Illinois Springfield. Motion made by Carla Dietsch. Aaron Carter seconded. Motion carried.

Other Business

a. GSA lodging rates

- i. Paul is still working with legal counsel at U of I System to get the GSA lodging rates through JCAR and hopes to put forward our request for their review at the June meeting. JCAR regs refers to TRC as controlling party for per diem and lodging allowance so that reference must be replaced with HETCB as controlling party. He will be passing this on to the next HETCB Chair as he is retiring April 30.

b. Chair Election

- i. Paul retires on April 30 so the board must appoint a new Chair. Paul proposed appointing a Vice Chair also since there currently isn't one to step into the Chair position. The Chair is required to attend the annual TRC meeting with all the state agencies.
- ii. Aaron Carter offered to step into the Chair position unless another board member wanted to volunteer.
- iii. Paul asked for a motion to approve Aaron Carter as HETCB Chair. Carla seconded the motion. Motion carried.
- iv. Paul asked for a motion to appoint a Vice Chair. Responsibilities include running the meeting when the Chair is absent and other duties as assigned. Paul asked Jessica Dunn if she'd like to volunteer, and she accepted.
- v. Aaron made a motion to appoint Jessica Dunn as Vice Chair. Carla seconded. Motion carried.
- vi. Paul shared that after May 8, 2023, the HETCB must resume compliance with the Open Meetings Act (OMA), which requires attendance in campus conference rooms open to the public, unless general counsel advises otherwise.
- vii. Carla thanked Paul for his service as Chair and the board concurred.

c. Amtrak

- i. Paul asked if the board was familiar with the state's Amtrak discount and which institutions required it.
- ii. Carla shared that ISU employees are advised to ask for the state rate but do not require it. Tickets must be picked up at the Amtrak station and employees must request the government business rate. University ID must be presented, and state Employee on the ID. Grad students cannot use the contract since their ID states Student. Agnes asked if anyone allows business class on Amtrak. Board members said no, per state regulations.

d. Lodging Exceptions

- i. Aaron asked what happened when an exception is not approved. Paul advised there have only been a few but the institution must go back and collect from the employee.

Paul advised the next meeting is scheduled for Wednesday, April 26, 2023, and general counsel will advise how to conduct meetings going forward.

Paul adjourned the meeting at 10:07 am.

Submitted by Aaron Charter, Chair