

**HIGHER EDUCATION TRAVEL CONTROL BOARD**  
**October 25, 2023 Meeting Minutes**

**Board Members**

*Present:*

Aaron Carter, University of Illinois System  
Kent Clapsaddle, Chicago State University  
Mike Hutchison, Eastern Illinois 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  
Agnes Arnold, Southern Illinois University  
Jessica Dunn, Western Illinois University

*Guests Present:*

Susie Baker, University of Illinois System  
Cathy Young, University of Illinois System

**Proceedings**

- Aaron Carter called the meeting to order at 9:37 am.
- Cathy Young conducted roll call. Ten members were present via video (CSU, EIU, IBHE, ICCB, ISU, NEIU, NIU, SIU, UIUC, WIU). One member attended by phone (GSU).
- Aaron asked if there were any questions about the July 26, 2023 minutes, which were sent to the board on August 10th. Hearing none, Aaron requested a motion to accept the minutes as submitted. The motion was made by Debbie Bonnell, seconded by Kent Clapsaddle. Motion carried.

**1st Quarter Exceptions for FY24:**

Chicago State University – 1 exception for \$587.52  
Eastern Illinois University – 29 exceptions for \$2,038.85  
Governors State University – 6 exceptions for \$462.97  
Illinois Board of Higher Education – No exceptions to report  
Illinois Community College Board – No exceptions to report  
Illinois Math and Science Academy – 3 exceptions for \$248.98  
Illinois Student Assistance Commission – No exceptions to report  
Illinois State University – 58 exceptions for \$6,336.00  
Northeastern Illinois University – 1 exception for \$6.00  
Northern Illinois University – 75 exceptions for \$8,085.14  
Southern Illinois University Carbondale – 107 exceptions for \$11,622.18  
Southern Illinois University Edwardsville – 43 exceptions for \$4,907.14  
Southern Illinois University School of Medicine – 38 exceptions for 7,363.48  
State Universities Civil Service System – No exceptions to report  
State Universities Retirement System – 21 exceptions for \$989.72  
University of Illinois Chicago – 262 exceptions for \$28,006.98  
    ➤ **Line 57 in the amount of \$772.00 pulled for follow up**  
    ➤ **Line 217 in the amount of \$392.55 pulled for follow up**

University of Illinois Springfield – 28 exceptions for \$1,881.49

University of Illinois Urbana-Champaign – 1187 exceptions for 105,283.62

- **Line 3 in the amount of \$205.00 pulled for follow up**
- **Line 37 in the amount of \$205.00 pulled for follow up**
- **Line 59 in the amount of \$325.75 pulled for follow up**
- **Line 81 in the amount of \$205.00 pulled for follow up**
- **Line 276 in the amount of \$242.00 pulled for follow up**
- **Line 291 in the amount of \$245.00 pulled for follow up**
- **Line 416 in the amount of \$469.00 pulled for follow up**
- **Line 640 in the amount of \$1,353.79 pulled for follow up**
- **Line 656 in the amount of \$1,353.79 pulled for follow up**
- **Line 665 in the amount of \$239.00 pulled for follow up**
- **Line 744 in the amount of \$242.00 pulled for follow up**
- **Line 782 in the amount of \$1,065.00 pulled for follow up**
- **Line 889 in the amount of \$239.00 pulled for follow up**
- **Line 913 in the amount of \$370.00 pulled for follow up**
- **Line 1017 in the amount of \$214.99 pulled for follow up**

University of Illinois – University Administration – 45 exceptions for \$3,099.49

Western Illinois University – 32 exceptions for \$1,235.51

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

### **Other Business**

- a. JCAR updates
  - i. Aaron has officially filed the rules including the feedback received by board members. The updates should be officially accepted in January 2024. Aaron advised that Cathy would send out a copy of what was filed.
- b. Special Meetings
  - i. ICCB's Comptroller will not reimburse employees for lodging overages without board approval. To avoid employees having to wait several months for reimbursement, ICCB requested the board review their exceptions when submitted. Historically, ICCB exceptions have been few, so Aaron asked the board if they would be willing to review ICCB exceptions via e-mail and the members agreed.
- c. Open Meetings Act
  - i. Cathy advised the board that the provision for remote meetings during COVID-19 was lifted so members should return to meeting in areas that are open to the public. Aaron advised that he will review the OMA to ensure HETCB compliance.
- d. Carla advised that board members will receive an email about the 2024 ethics training in the next couple days and explained this training is separate from the ethics training required by each institution.

Aaron asked if anyone had questions or other business to discuss and received no response, so he advised the next meeting is scheduled for Wednesday, January 24, 2024, at 9:30am.

Aaron adjourned the meeting at 9:59 am.

Submitted by Aaron Charter, Chair