

HIGHER EDUCATION TRAVEL CONTROL BOARD
January 31, 2012 Meeting Minutes

Board Members

Present:

Bruce Bennett, Illinois Community College Board
Dana Biernbaum, Western Illinois University
Connie Hess, SIU School of Medicine
Peggy Ho, Northeastern Illinois University
Mary Kentzler, Illinois State University
Harley McCammond, Northern Illinois University
Peggy Podlasek, Illinois Board of Higher Education
Maxine Sandretto, University of Illinois
Louise Williams, Chicago State University

Absent:

Karen Kissel, Governors State University

Guests Present:

Pat Walsh, University of Illinois

Proceedings

- Maxine Sandretto called the meeting to order at 9:43 a.m.
- Pat Walsh conducted roll call. Five members were present for video conference (3-Springfield, 2-Urbana). At this time, there is not an appointed representative from Eastern Illinois University.
- Maxine Sandretto requested a motion to allow Dana Biernbaum, Harley McCammond, Peggy Ho, and Louise Williams to participate via teleconference. The motion was made by Connie Hess and seconded by Mary Kentzler. Motion approved.
- The minutes for the October 11, 2011 meeting were presented. A motion to approve as submitted was made by Bruce Bennett, seconded by Peggy Ho. Motion approved.

2nd Quarter Exceptions for FY12

Chicago State University – 2 exceptions for \$92.00

Eastern Illinois University – 34 exceptions for \$1,193.48

➤ **Line #7 in the amount of \$59.99 and #28 in the amount of \$79.00 were pulled for follow up**

Governors State University – 6 exceptions for \$1,350.80

Illinois Board of Higher Education – No exceptions to report

Illinois Community College Board – No exceptions to report

Illinois Math and Science Academy – 4 exceptions for \$661.66

Illinois Student Assistance Commission – 3 exceptions for \$358.95

Illinois State University – 47 exceptions for \$2,115.24

Northeastern Illinois University – 9 exceptions for \$1,494.10

Northern Illinois University – No exceptions to report

Southern Illinois University Carbondale – 113 exceptions for \$8,704.63

Southern Illinois University Edwardsville – 28 exceptions for \$874.38

Southern Illinois University School of Medicine – No exceptions to report

State Universities Civil Service System – No exceptions to report

State Universities Retirement System – 10 exceptions for \$1,326.64

University of Illinois at Chicago – 229 exceptions for \$32,855.92

➤ **Line #191 in the amount of \$3,330.00 was pulled for follow up**

➤ **Line # 19 in the amount of \$108.00 and Line #102 in the amount of \$138 were both stricken from the exception report due to the fact that these were not for employee travel.**

University of Illinois at Springfield – 34 exceptions for \$2,298.97

University of Illinois at Urbana-Champaign – 853 exceptions for \$87,063.51

Western Illinois University – 61 exceptions for \$1,876.73

It was requested by the Board that all future exceptions reports note when the employee's headquarters are away from campus location. Maxine Sandretto requested a motion to accept the exception reports as presented, minus the two exceptions pulled for follow up from Eastern Illinois University's report, the line pulled from the University of Illinois Chicago report, and the two lines stricken from the University of Illinois Chicago report. Dana Biernbaum made a motion to accept the report as submitted, Louise Williams seconded. Motion approved.

Other Business

- Maxine Sandretto noted that beginning with the May 2012 meeting, video conferencing will be available at Western Illinois University.
- Louise Williams asked if there was any change to the mileage rate. It was noted that according to the U.S. General Service Administration website, the mileage rate for privately owned vehicles remained at \$.51 per mile effective 1/1/12.

The next meeting of the HETCB is scheduled for May 1, 2012 at 9:30 am.

Maxine Sandretto asked for a motion to adjourn the meeting at 10:00 a.m. The motion was made by Connie Hess and seconded by Dana Biernbaum. Motion approved.

Submitted by Maxine Sandretto, Chair