

# MEETING MINUTES – SC Enterprise Information System (SCEIS)

**Date of Meeting:** Monday, September 15, 2008  
**Time and Location:** 10:30 p.m. – 11:30 a.m. 1<sup>st</sup> Floor Governor's Conference Room  
Wade Hampton Building  
**Minutes Prepared By:** Joy Stagg

## 1. Attendance at Meeting

Nat Kaminski, Chairman	Comptroller General's Office
Curtis Loftis	Comptroller General's Office
Frank Rainwater	State Treasurer's Office
Ben Homeyer	SC House Ways and Means Committee
Brenda Hart	Department of Mental Health
Tom Lucht	Division of State Information Technology
Mike Garon (sitting in for Ray Stevens)	Department of Revenue
Wendell Price	Department of Social Services
Eddie Gunn	SC Budget and Control Board
Brandon Gaskins	Governor's Office
Marcia Adams	Department of Motor Vehicles
Sam Wilkins	Budget & Control Board, OHR
Stanley Butkus, Jr.	Department of Disabilities and Special Needs
William Wells	Department of Health and Human Services

## 2. Meeting Agenda

- ✓ Call to Order
- ✓ Adoption of Agenda/Approval of Minutes
- ✓ Project Status
- ✓ Staffing Resources Update
- ✓ Financial Update
- ✓ Questions and Discussion

## 3. Meeting Notes, Decisions, Issues

- a. The Agenda was adopted as presented.
- b. The Minutes from July 7, 2008, were adopted.
- c. Nat Kaminski welcomed Curtis Loftis as a new member and as the new Chairman of the SCEIS Executive Oversight Committee.
- d. Chris Shuman gave the SCEIS Project Status. He discussed SCEIS Plan Going Forward, Timeline Adjustments, Rollout Plan, Functional Fit Agencies, (13 agencies will go-live November 3, 2008), Broader Scope Agencies, Resources/Payroll Rollout, Functional Fit 2, Enterprise Portal, SAP Book of Record, Human Resources/Payroll (Go-live October 1, 2009), Production Support (Master Data rolled out September 3, 2008), and Risks/Issues. He also updated the Committee on Staffing Resources.
- e. A motion was made to approve the new plan and the committee approved the new plan with the contingency of reviewing monthly and making sure agencies affected know of the new plan. It was also recommended that when setting up meetings with agencies affected there needs to be discussions regarding Best Practices.
- f. Pat O'Cain thanked members for their efforts in getting a new location for the SCEIS Project. He also gave an update on the SCEIS Financial Report, which included Revenues, Expenses, Implementation, and Total Expenditures.
- g. Nat Kaminski notified the committee that Paul Koch was not able to come to the meeting and waved the executive session and the committee will take it up at the November 3, 2008, meeting.
- h. Meeting adjourned at 11:53 a.m.

#### 4. Action Items

Action	Assigned to	Due Date
a. Draft letter from SCEIS Chairman to each Agency Head and attach information regarding new schedule	Pat O'Cain	
<b>Status</b>		

#### 5. Next Meeting

<b>Date:</b>	Monday, November 3, 2008	<b>Time:</b>	9:00 a.m.-10:00 a.m.	<b>Location:</b>	1628 Browning Road, 2 <sup>nd</sup> Floor, Conference Room 201 Columbia, SC 29210
--------------	--------------------------	--------------	----------------------	------------------	---