

MEETING MINUTES – SC Enterprise Information System (SCEIS)

Date of Meeting: Monday, November 3, 2008
Time and Location: 9:00 p.m. – 10:00 a.m. 1628 Browning Road, 2nd Conference Room 201
Columbia, South Carolina
Minutes Prepared By: Joy Stagg

1. Attendance at Meeting

Curtis Loftis, Chairman	Comptroller General's Office
Nat Kaminski	Comptroller General's Office
Frank Rainwater	State Treasurer's Office
Ben Homeyer	SC House Ways and Means Committee
Tom Lucht	Division of State Information Technology
Mike Garon (sitting in for Ray Stevens)	Department of Revenue
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
Rod Davis (sitting in for William Wells)	Department of Health and Human Services

2. Meeting Agenda

- ✓ Call to Order
- ✓ Adoption of Agenda/Approval of Minutes
- ✓ Project Status
- ✓ IV&V Briefing
- ✓ Production Support Strategy
- ✓ Resource Update
- ✓ Questions

3. Meeting Notes, Decisions, Issues

- a. The Agenda was adopted as presented.
- b. The Minutes from September 15, 2008, were adopted.
- c. Chris Shuman gave the SCEIS Project Status. He discussed the Rollout Plan, Functional Fit Agencies, Broader Scope Agencies, Human Resources/Payroll Rollout, Functional Fit 2, Functional Fit, Enterprise Portal, SAP Book of Record, Production Support/Gap Analysis, Software Supporting SCEIS, and Risk/Issues.
- d. John LoPresti discussed their preparing to work on the Business Case proviso for Legislator and starting the review on the HR System. He discussed training and his concerns as well as what was working. He made recommendations for starting early and having a structured and consistent training schedule with limited changes for the next phase and moving forward. He recommended having more Instructors. He had concerns about the helpdesk and its staff regarding qualifications. He discussed the survey and its results. They received about 40% of what was sent out (8 or 9 Agencies). The results were satisfactory to good in the overall evaluation, there were a couple of poors and a few excellents as well. He also discussed his concerns with the use of Pcards and the use of Direct Pay.
- e. Chris Shuman discussed the Production Support Strategy. He also discussed the different Tier Levels that North Carolina had. Tom Tart will dedicate 20 staff members to SCEIS and they will reset passwords and route calls. Helpdesk will be using CA Service Desk Software.
- f. Pat O'Cain gave a Resource Update. He also distributed an organizational chart for SCEIS.
- g. Meeting adjourned at 10:21 a.m.

4. Action Items

Action	Assigned to	Due Date
a. Present an updated Training Plan and provide more details regarding the Production Support Model.	Chris Shuman	01/12/09
Status		

5. Next Meeting

Date:	Monday, January 12, 2009	Time:	10:30 a.m.- 11:30 a.m.	Location:	1 st Floor Governor's Conference Room Wade Hampton Building
Agenda:					