

# MEETING MINUTES – SCEIS Change Advisory Board

**Date of Meeting:** Thursday, September 20, 2012  
**Time and Location:** 3:00 p.m. – 5:00 p.m. 1<sup>st</sup> Floor Governor's Conference Room  
Wade Hampton Building  
**Minutes Prepared By:** Elizabeth Renedo

## 1. Attendance at Meeting

Cassandra Alston	SCEIS Team
Bruce Burnett	SCEIS Team
Jaquetta Campbell Wright	Revenue Department
Dianne Carraway	SC Senate
Wanda Dixon	SCEIS Team
Scott English	Education Department
Chuck Fallaw	State Treasurer's Office
Anjali Griffin	Comptroller General's Office
Larry Mallett	SCEIS Team
Brit Moyer	SCEIS Team – IBM Program Manager
Robin Owens	Mental Health Department
Stephen Pullie	Juvenile Justice Department
Dinah Raven	State Treasurer's Office
Elizabeth Renedo	SCEIS Team
John Stevens	State Purchasing Office
Martin Taylor	Disabilities and Special Needs Department
Sam Wilkins	State Human Resources Division

## 2. Meeting Agenda

- ✓ Welcome
- ✓ Adoption of Agenda and Minutes
- ✓ The SCEIS Change Request Process
- ✓ SCEIS Project Capacity and Resources
- ✓ Schedule of Current and Upcoming Mandated Projects
- ✓ Preview of Project Requests on the Horizon
- ✓ Wrap-up and Next Meeting

## 3. Meeting Notes, Decisions, Issues

- Chuck Fallaw opened the meeting, conducted the welcome, facilitated adoption of the meeting agenda and minutes from the previous meeting, then turned the floor over to Larry Mallett.
- Larry facilitated discussions of the SCEIS Change Request Process and SCEIS Project Capacity and Resources, then turned the floor over to Cassandra Alston.
- Cassandra facilitated discussion of the SCEIS Project's Schedule of Current and Upcoming Mandated Projects and Preview of Project Requests on the Horizon, then turned the floor over to Chuck Fallaw.
  - Several CAB members raised questions regarding the method by which the SCEIS Team will manage the back-log of existing requests submitted to the Help Desk, and the gaps documented in 2008 and 2009. Cassandra indicated that the SCEIS Team will work to evaluate the back-log of existing requests, and to balance the presentation of new and existing requests to ensure all valid requests receive the CAB's attention. She further indicated that the SCEIS Team will work with SCEIS User Group Lead, John Taylor, to coordinate a User Group committee (or committees) to examine the documented gaps, and make decisions regarding validity so that valid gaps can be presented to the CAB.
- Chuck conducted the Wrap-up and facilitated scheduling of the next meeting for Thursday, October 18, 2012, before adjourning the meeting at 3:50 p.m.

## 4. Next Meeting

<b>Date:</b>	Thursday, October 18, 2012	<b>Time:</b>	3:00 p.m. – 5:00 p.m.	<b>Location:</b>	1 <sup>st</sup> Floor Governor's Conference Room Wade Hampton Building
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