

# MEETING MINUTES – SCEIS Change Advisory Board

**Date of Meeting:** Thursday, October 25, 2012  
**Time and Location:** 3:00 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
Ryan Burnaugh	House Ways and Means Committee
Bruce Burnett	SCEIS Team
Dianne Carraway	SC Senate
Wanda Dixon	SCEIS Team
Scott English	Education Department
Chuck Fallaw	State Treasurer's Office
Anjali Griffin	Comptroller General's Office
Scott Houston	SCEIS Team
Jennifer Hyler	SC Senate
Larry Mallett	SCEIS Team
Brit Moyer	SCEIS Team – IBM Program Manager
Robin Owens	Mental Health Department
Beth Quick	State Budget Office
Dinah Raven	State Treasurer's Office
Elizabeth Renedo	SCEIS Team
Quincy Swygert	Department of Employment and Workforce
John Taylor	B&CB – Internal Operations
Martin Taylor	Disabilities and Special Needs Department
Sam Wilkins	State Human Resources Division

## 2. Meeting Agenda

- ✓ Welcome
- ✓ Adoption of Agenda and Minutes
- ✓ Review, Approve and Prioritize New Requests
- ✓ Current Projects Status Update and Schedule Review
- ✓ Wrap-up and Next Meeting

## 3. Meeting Notes, Decisions, Issues

- Chuck Fallaw opened the meeting, conducted the welcome and facilitated adoption of the meeting agenda and minutes from the previous meeting.
- Cassandra Alston discussed methodology by which the Gap document and the compilation of change requests received since go-live.
- SCEIS CAB members, Cassandra Alston and SCEIS Functional Team Leads facilitated discussion of new requests up for consideration:
  - Data Extraction for SCEIS for Spending Transparency Website (Approved)
  - Print 1099 Forms from SCEIS (Approved)
  - Replace Financial Accounting and Reporting System (FARS) (Denied pending additional information)
- Cassandra Alston facilitated discussion of current projects status update and schedule review. This portion of the agenda was presented as part of the discussion of new requests up for consideration.
- Chuck conducted the Wrap-up and facilitated scheduling of the next meeting for Thursday, December 6, 2012, before adjourning the meeting at 3:43 p.m.

## 4. Next Meeting

<b>Date:</b>	Thursday, December 6, 2012	<b>Time:</b>	3:00 p.m.	<b>Location:</b>	1 <sup>st</sup> Floor Governor's Conference Room Wade Hampton Building
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