

MEETING MINUTES – SCEIS Change Advisory Board

Date of Meeting: Thursday, December 6, 2012

Time and Location: 3:00 p.m. 1st 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
Doug Cooper	SCEIS Team
Wanda Dixon	SCEIS Team
Scott English	Education Department
Chuck Fallaw	State Treasurer's Office
Anjali Griffin	Comptroller General's Office
Scott Houston	SCEIS Team
Steven Lake	Juvenile Justice Department
Scott Ludlam	Social Services Department
Larry Mallett	SCEIS Team
Brit Moyer	SCEIS Team – IBM Program Manager
Robin Owens	Mental Health Department
Elizabeth Renedo	SCEIS Team
John Stevens	State Purchasing Office
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
- ✓ Gap Analysis Document Review Update
- ✓ Review, Approve and Prioritize New Requests
- ✓ Review, Approve and Prioritize Request from Last Meeting
- ✓ Current Projects Status Update and Schedule Review
- ✓ Wrap-up and Next Meeting

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3. Meeting Notes, Decisions, Issues

- a. Chuck Fallaw opened the meeting, conducted the welcome and facilitated adoption of the meeting agenda and minutes from the previous meeting.
- b. John Taylor provided detailed findings of the SCEIS Gap Analysis review he conducted in conjunction with the SCEIS User Group Leads and SCEIS Functional Team Leads.
- c. SCEIS CAB members, Cassandra Alston and SCEIS Functional Team Leads facilitated discussion of new requests up for consideration:
 - Material Requirements Planning (MRP) Activation (Approved)
 - Mandatory South Carolina Business Opportunities (SCBO) Selection in SRM Bidding (Approved)
 - Field Data Change for Material Reservation Output Document—MB24 (Approved)
 - Grant Access to “Inventory Display” Transaction, MB5B (Approved)
 - Embedded Hyperlink on Shopping Cart Approver E-mail (Approved)
 - Convert Automatic Deposits from STARS To SCEIS (Approved)
 - Implement Special Payments, Public Assistance and Income Tax Refunds for the State Treasurer’s Office (Approved)
- d. SCEIS CAB members, Cassandra Alston and SCEIS Functional Team Leads facilitated discussion of previous requests up for consideration:
 - Replace Financial Accounting and Reporting System (FARS) (Denied pending additional information)
- e. Cassandra Alston facilitated discussion of current projects status update and schedule review.
- f. Chuck conducted the Wrap-up and facilitated scheduling of the next meeting for Thursday, January 17, 2013, before adjourning the meeting at 4:30 p.m.

4. Next Meeting

Date:	Thursday, January 17, 2012	Time:	3:00 p.m.	Location:	1 st Floor Governor’s Conference Room Wade Hampton Building
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