

MEETING MINUTES – SCEIS Change Advisory Board

Date of Meeting: Thursday, January 17, 2013

Time and Location: 3:00 p.m. Conference Room 252
Brown Building

Minutes Prepared By: Elizabeth Renedo

1. Attendance at Meeting

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| Cassandra Alston | SCEIS Team |
| Cory Anderson | SCEIS Team |
| Bruce Burnett | SCEIS Team |
| Dianne Carraway | SC Senate |
| Tripp Clark | Health & Environmental Control Department |
| Doug Cooper | SCEIS Team |
| Wanda Dixon | SCEIS Team |
| Danny Edens | Health & Environmental Control Department |
| Scott English | Education Department |
| Chuck Fallaw | State Treasurer's Office |
| Anjali Griffin | Comptroller General's Office |
| Scott Houston | SCEIS Team |
| Jennifer Hyler | SC Senate |
| Steven Lake | B&CB – Division of State Information Technology |
| Michele Mahon | Social Services Department |
| Larry Mallett | SCEIS Team |
| Brit Moyer | SCEIS Team – IBM Program Manager |
| Robin Owens | Mental Health Department |
| Tracy Powers | SCEIS Team |
| Stephen Pullie | Juvenile Justice Department |
| Beth Quick | State Budget Office |
| Dinah Raven | State Treasurer's Office |
| Elizabeth Renedo | SCEIS Team |
| John Stevens | State Purchasing Office |
| John Taylor | SCEIS Team |
| Martin Taylor | Disabilities and Special Needs Department |
| Richard Wicker | SCEIS Team |
| Sam Wilkins | State Human Resources Division |

2. Meeting Agenda

- ✓ Welcome
- ✓ Adoption of Agenda and Minutes
- ✓ Review SCEIS Change Advisory Board Charter Document
- ✓ Update on Existing Enhancement Requests
- ✓ Review, Approve and Prioritize New Requests
- ✓ 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. Cassandra Alston provided a review of the SCEIS Change Process.
- c. John Taylor provided an overview of the review of enhancement requests the SCEIS Team has accumulated since go-live, but before the SCEIS CAB was formed in its current incarnation.
 - The CAB requested that the SCEIS Team send them the spreadsheet with details on these enhancements for their information and review. The SCEIS Team indicated they would do this, as requested.
- d. SCEIS CAB members, Cassandra Alston and SCEIS Functional Team Leads facilitated discussion of new requests up for consideration:
 - Grants Management Display Role: GMDERIVE and ZGMDERIVER (Approved)
 - Implement Security Roles by Cost Center for PEBA (The CAB declined to act on this item, indicating that requests affecting only the master data of individual agencies do not need to be presented to the CAB.)
 - Lock Down Sponsored Class Description Field (Approved)
 - 10010000 Cash Transfer Validation (Approved)
 - 2XXXXXXX General Ledger (G/L) Validation (Approved)
 - Bypass Grant Validity Date Check on Completed Purchase Order (PO) Line Items (Approved)
 - Annual Leave Calculation Change (Approved)
- 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, February 21, 2013, before adjourning the meeting at 3:46 p.m.

4. Next Meeting

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| Date: | Thursday, February 21, 2013 | Time: | 3:00 p.m. | Location: | 1 st Floor Governor's Conference Room Wade Hampton Building |
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