



MEETING MINUTES

Project Name:	SCEIS Change Advisory Board Meeting		
Date of Meeting:	Thursday, March 20, 2014	Location:	1 st Floor Governor's Conference Room Wade Hampton Building
Minutes Prepared By:	Chrystal Laughlin		

1. Purpose of Meeting

General CAB Business: Consider new requests, review schedule of requests approved previously, etc.

2. Attendance at Meeting (add rows as necessary)

Name	
Cassandra Alston	SCEIS Team
Bruce Burnett	SCEIS Team
Kimber Craig	Budget and Control Board
Scott English	Education Department
Chuck Fallaw	State Treasurer's Office
Anjali Griffin	Comptroller General's Office
Steven Lake	B&CB – Division of State Information Technology
Chrystal Laughlin	SCEIS Team
Larry Mallett	SCEIS Team
Lisa McCloud	Education Department
Tonia Morris	Comptroller General's Office
Tracy Powers	SCEIS Team
Stephen Pullie	Department of Juvenile Justice
Renee Rochester	Budget and Control Board
John Stevens	State Purchasing Office
John Taylor	SCEIS Team
Sam Wilkins	State Human Resources Division

3. Meeting Minutes

General Discussions –

- a. Chuck Fallaw opened the meeting, conducted the welcome and facilitated adoption of the meeting agenda and minutes from the previous meeting. The minutes were adopted as submitted, while the topic Review Proposed Rule Additions and SCEIS Risk Evaluation Form was added to the agenda.
- b. John Taylor introduced one new item for consideration by the CAB, and facilitated detailed discussion by the appropriate SCEIS Functional Team Leads and agency stakeholders. The item discussed was:
 - HR/Payroll Request: Travel Management Year-End (SCEIS/Budget and Control Board Request)
(Approved)
- c. John Taylor facilitated discussion of current projects status update and schedule review.
- d. Chuck Fallaw facilitated the review of the Proposed Operating Rule Additions/Changes document. The CAB discussed the proposed rules and decided they would like to see the rules incorporated into the CAB Charter. The SCEIS Team was asked to add the proposed rules to the Charter and bring a draft to the April 17 CAB meeting.
- e. Chuck Fallaw facilitated the review of the SCEIS Risk Evaluation Form. Chuck suggested to remove the word “Risk” from the title of the form. The word “Change” was suggested to replace “Risk.” Chuck Fallaw asked the CAB to further review the form and provide input.
- f. Chuck Fallaw and John Taylor conducted the wrap-up and facilitated discussion of the next meeting date. Chuck Fallaw adjourned the meeting at 3:52 p.m.

4. Decisions *(add rows as necessary)*

Decision	Date
<u>HR/Payroll Request: Travel Management Year-End (SCEIS/Budget and Control Board Request)</u>	Approved March 20, 2014

5. Action Items *(add rows as necessary)*

Action	Assigned to	Due Date
Add approved rule changes to the CAB Charter and bring a draft to the next meeting.	SCEIS Team	Thursday, April 17, 2014
Review SCEIS Risk Evaluation Form and provide input.	CAB	Thursday, April 17, 2014
Next Meeting:	Thursday, April 17, 2014	Time: 3:00 p.m. to 5:00 p.m. Location: 1 st Floor Governor's Conference Room Wade Hampton Building