



MEETING MINUTES

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| Project Name: | SCEIS Change Advisory Board Meeting | | |
| Date of Meeting: | Thursday, April 17, 2014 | Location: | 1 st Floor Governor's Conference Room Wade Hampton Building |
| Minutes Prepared By: | Tracy Powers | | |

1. Purpose of Meeting

General CAB Business: Review proposed changes to CAB Charter; establish agenda items for next meeting.

2. Attendance at Meeting (add rows as necessary)

| Name | |
|-----------------|---|
| Bruce Burnett | SCEIS Team |
| Kimber Craig | Budget and Control Board |
| Chuck Fallaw | State Treasurer's Office |
| Steven Lake | B&CB – Division of State Information Technology |
| Larry Mallett | SCEIS Team |
| Tracy Powers | SCEIS Team |
| Stephen Pullie | Department of Juvenile Justice |
| Renee Rochester | Budget and Control Board |
| John Stevens | State Purchasing Office |
| Sam Wilkins | State Human Resources Division |
| Beth Quick | State Budget Division |
| Voight Shealy | State Purchasing Office |
| Yvette Sistare | Parks, Recreation & Tourism |
| Brit Moyer | IBM |
| Angie Young | SCEIS Team |
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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.
- b. Chuck Fallaw facilitated the review of the proposed changes to the SCEIS Change Advisory Board Charter which included the Proposed Operating Rule Additions/Changes. After minor recommendations, the group agreed that the proposed changes to the Charter document should be submitted to the SCEIS Executive Oversight Committee for review and action prior to the CAB voting on the document.
- c. Chuck Fallaw facilitated a brief review of the SCEIS Risk Evaluation Form and noted that a more thorough discussion of that document would take place at the June 19, 2014 meeting.
- d. Chuck Fallaw noted that the following items would be included in the meeting agenda for June 19, 2014: SCEIS strategic plan, review of newly submitted Requests for Change (RFCs), review of RFC master list for SCEIS website, discussion of SCEIS Risk Evaluation Form, selection of a new Vice Chair for the CAB.
- e. Chuck Fallaw adjourned the meeting at 3:40 p.m.

4. Decisions *(add rows as necessary)*

| Decision | Date |
|---|------|
| No RFCs/ decision items were discussed at this meeting. | |

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

| Action | Assigned to | Due Date |
|--|--|---|
| Modify the approved rule changes in the CAB Charter and submit the document to the SCEIS Executive Oversight Committee for action. | SCEIS Team (modifications) Chuck Fallaw (submit to EOC) | Monday, May 12, 2014 |
| Review SCEIS Risk Evaluation Form and provide input. | CAB | Thursday, June 19, 2014 |
| Next Meeting: | Thursday, June 19, 2014 | Time: 3:00 p.m. to 5:00 p.m. |
| | Location: | 1 st Floor Governor's Conference Room Wade Hampton Building |