

## MEETING MINUTES

<b>Project Name:</b>	SCEIS Change Advisory Board Meeting		
<b>Date of Meeting:</b>	Thursday, June 19, 2014	<b>Location:</b>	1 <sup>st</sup> Floor Governor's Conference Room Wade Hampton Building
<b>Minutes Prepared By:</b>	Tracy Powers		

### 1. Purpose of Meeting

General CAB Business: Review proposed changes to CAB Charter; discuss RFC Master List and Risk Evaluation Form; discuss nominations for Vice Chair and new members; 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
Voight Shealy	State Purchasing Office
Brit Moyer	IBM
Angie Young	SCEIS Team
Josh Baker	Governor's Office
Ryan Burnaugh	SC House of Rep. Ways and Means Committee
Doug Cooper	SCEIS Team
Wanda Dixon	SCEIS Team
Scott English	Education Department
Anjali Griffin	Comptroller General's Office
Lisa McCloud	Education Department

### 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 with minor revisions.
- b. Tracy Powers presented an update of current SCEIS projects and reviewed 5 new informational RFCs.
- c. Tracy Powers facilitated a discussion of security concerns related to posting the RFC Master List on the SCEIS website. A variety of options were offered about sharing the Master List with the user community. The group determined that more consideration is needed on this topic and that the SCEIS team will continue to use Change Advisory Board and User Group meetings to inform the user community of RFC updates.
- d. Chuck Fallaw facilitated the review of the proposed changes to the SCEIS Change Advisory Board Charter. The group approved the proposed changes with minor revisions and requested that the update be distributed to the Change Advisory Board prior to the next meeting.
- e. Chuck Fallaw informed the group that a committee will work with the SCEIS team to further develop the proposed SCEIS Risk Evaluation Form. Anjali Griffin and Renee Rochester volunteered to serve on the committee which will be led by Chuck.
- f. Chuck Fallaw led a discussion about the need for nominations for a Vice Chair and asked that members email nominations to him and Tracy Powers so that action can be taken on this item at the next CAB meeting.
- g. Chuck also noted that the Materials Management and Community at-Large positions are scheduled for elections this year. The group was reminded that nominations will be collected from the entire user community for the Materials Management position prior to elections. Tracy Powers noted that the Community at-Large position will be selected by the SCEIS Executive Oversight Committee; Chuck Fallaw agreed to contact Eddie Gunn regarding that action item.
- h. Chuck Fallaw provided an overview of agenda items for the next meeting including an update on the Risk Evaluation Form and the election of a Vice Chair.
- i. Chuck Fallaw adjourned the meeting at 4:03 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 changes to the CAB Charter and submit the document to the SCEIS Executive Oversight Committee for information.				SCEIS Team (modifications)		Monday, July 30, 2014
Convene SCEIS Risk Evaluation Form Committee and SCEIS Team Representatives.				Chuck Fallaw and Tracy Powers		TBD
Inform Eddie Gunn that the EOC is to appoint a Community at-Large member of the CAB.				Chuck Fallaw		Monday, June 24, 2014
Email Vice Chair nominations to Tracy Powers and Chuck Fallaw.				All CAB Members		Thursday, August 21, 2014
<b>Next Meeting:</b>	Thursday, August 21, 2014	<b>Time:</b>	3:00 p.m. to 5:00 p.m.	<b>Location:</b>	1 <sup>st</sup> Floor Governor's Conference Room Wade Hampton Building	