

MEETING MINUTES

Project Name:	SCEIS Change Advisory Board Meeting		
Date of Meeting:	Thursday, January 22, 2015	Location:	1 st Floor Governor's Conference Room Wade Hampton Building
Minutes Prepared By:	John Hickman		

1. Purpose of Meeting

General CAB Business: SCEIS Project Updates, Status Update on Request for Change Evaluation Form, Discussion Topics for Next CAB Meeting

2. Attendance at Meeting (add rows as necessary)

Name	
Bruce Burnett	SCEIS
Chuck Fallaw	State Treasurer's Office
Steven Lake	B&CB – Division of Technology
Larry Mallett	SCEIS
Tracy Powers	SCEIS
Renee Rochester	Budget and Control Board
Beth Quick	State Budget Office
Sam Wilkins	State Human Resources Division
Cathy Sprowls	Department of Public Safety
Yvette Sistare	Parks, Recreation & Tourism
Anjali Griffin	Comptroller General's Office
Lisa McCloud	Education Department
John Taylor	SCEIS
William Bray	Department of Social Services
Ed Pearce	SCEIS
John White	State Purchasing Office

3. Meeting Minutes

General Discussions –

- a. Chuck Fallaw called the meeting to order at 3:01, conducted the welcome, and facilitated adoption of the meeting agenda and minutes from the previous meeting. The minutes were unanimously adopted.
- b. Ed Pearce presented an Overview of the role of SCEIS which included a view of System Operational Needs as well as User/Agency/Leadership Needs. He described the importance of resources to meet all needs. He also presented recent and upcoming SCEIS activities.
- c. John Taylor described new Requests for Change which were for review only as well as one which needed CAB action. The Request for Change was approved as presented.
- d. Chuck Fallaw led a discussion on the status of the Prioritization Matrix and Guide. The group determined that a small group will meet to continue working on these documents. An update will be provided at the next Change Advisory Board meeting.
- e. The meeting was adjourned at 3:50.

4. Decisions *(add rows as necessary)*

Decision	Date
<u>Add specified fields to the existing “Current Contracts” BW Report and the “PO by Contract” Report</u>	1/22/2015

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

Action	Assigned to		Due Date
None			
Next Meeting:	Thursday, May 14, 2015	Time: 3:00 p.m. to 4:30 p.m.	Location: 1 st Floor Governor’s Conference Room Wade Hampton Building