

MEETING MINUTES

Project Name:	SCEIS Change Advisory Board Meeting		
Date of Meeting:	Wednesday, April 6, 2016	Location:	1 st Floor Governor's Conference Room Wade Hampton Building
Minutes Prepared By:	Tracy Powers		

1. Purpose of Meeting

General CAB Business: SCEIS Project Updates, Review of New Requests for Change

2. Attendance at Meeting (add rows as necessary)

Name	
Bruce Burnett	SCEIS
Chuck Fallaw	State Treasurer's Office
Steven Lake	Department of Administration
Larry Mallett	SCEIS
Tracy Powers	SCEIS
Beth Quick	Executive Budget Office
Kelly Watkins	State Human Resources Division
Vicki Bowels	Voc Rehab
Anjali Griffin	Comptroller General's Office
Lisa McCloud	Education Department
Renee Rochester	Department of Administration
Ed Pearce	SCEIS
Kimber Craig	State Purchasing Office
Scott Houston	SCEIS
Wanda Dixon	SCEIS
Kevin Paul	State Human Resources Division
Doug Cooper	SCEIS
Michelle Flamos	SCEIS
Karl McCottry	SC Department of Transportation

3. Meeting Minutes

General Discussions –

- a. Chuck Fallaw called the meeting to order at 3:07pm, conducted the welcome and reviewed the agenda.
- b. Chuck facilitated the adoption of the meeting agenda and minutes from the May meeting. The minutes were unanimously adopted.
- b. Ed Pearce and Wanda Dixon provided an overview of RFC#00249, Document Builder Terms and Conditions Revision and Configuration.
- c. Ed Pearce presented information on eight new Requests for Change (00298 – Disable the ability to enter Delivery Address on SC and PO and Create Search Feature; 00313 – Eliminating E-Requisition for Higher Ed; 00314 Add a new Purchase Order Doc Type table; 00315 – DMV Internal Goods/Services Shopping Cart Approver Change Request; 00319 Change VRD logic on the Material Master for Bills of Material (BOM); 00322 – Restrict Approvers in Purchase Order (PO) Approval Process; 00323 – Change Remote Functional Call (RFC) Platform to Process Integration (PI); 00327 – Change Moving Average Price Calculation for Inventory Consumption .
- d. The meeting was adjourned at 3:51pm.

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

Action				Assigned to		Due Date
None						
Next Meeting:	TBD	Time:		Location:	1 st Floor Governor's Conference Room Wade Hampton Building	