

MEETING MINUTES

Project Name:	SCEIS Change Advisory Board Meeting		
Date of Meeting:	Thursday, July 25, 2013	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
Ryan Burnaugh	SC House of Representatives Ways & Means Committee
Bruce Burnett	SCEIS Team
Denise Carraway	B&CB – Internal Operations
Jimmy Earley	B&CB – Division of State Information Technology
Scott English	Education Department
Chuck Fallaw	State Treasurer's Office
Don Grant	Department of Employment and Workforce
Jennifer Hyler (attending for Dianne Carraway)	SC Senate
Steven Lake	B&CB – Division of State Information Technology
Chrystal Laughlin	SCEIS Team
Larry Mallett	SCEIS Team
Brit Moyer	SCEIS Team – IBM Program Manager
Kerry Paul	Department of Employment and Workforce
Ed Pearce	Department of Juvenile Justice
Tracy Powers	SCEIS Team
Stephen Pullie	Department of Juvenile Justice
Elizabeth Renedo	SCEIS Team
John Stevens	State Purchasing Office
Quincy Swygert	Department of Employment and Workforce
John Taylor	SCEIS Team
Patricia Thrailkill	Department of Corrections
Sam Wilkins	State Human Resources Division
Angie Young	SCEIS Team

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 and agenda were adopted as submitted.
- b. John Taylor introduced the three new items for consideration by the CAB, and facilitated detailed discussion by the appropriate SCEIS Functional Team Leads and agency stakeholders. The items discussed were:
 - Finance Request from the Department of Employment and Workforce: Replace Financial Accounting and Reporting System (FARS) Kerry Paul and Don Grant from the Department of Employment and Workforce presented information regarding this request. (Approved)
 - Finance Request from the Budget and Control Board: Multi-Business Area Journal Entry Interface Bruce Burnett from the SCEIS Team presented information regarding this request. (Approved, but the CAB asked the SCEIS Team to look into workflow for the enhancement.)
 - HR/Payroll Request from the Department of Corrections: Correct Pay with FLSA Work Week Change Patricia Thraikill from the Department of Corrections presented information regarding this request. (Approved)
- c. John Taylor facilitated discussion of current projects status update and schedule review.
- d. John Taylor and Chuck Fallaw facilitated discussion of a new governance proposal to include a request tracking system to help the CAB rate and track projects through their lifecycles, a SharePoint site where agency stakeholders can track the progress of the project and an appeals process for denied requests. Information about the proposal will be sent in the next week after the CAB meeting and the CAB was asked to review and be prepared to discuss the proposal at the next meeting.
- e. Chuck Fallaw and John Taylor conducted the wrap-up and facilitated discussion of the next meeting date. The SCEIS Team was asked to propose additional dates in August (possibly on a Tuesday) for the CAB to schedule the meeting. Chuck Fallaw adjourned the meeting at 3:38 p.m.

4. Decisions *(add rows as necessary)*

Decision	Date
<u>Finance Request from the Department of Employment and Workforce:</u> Replace Financial Accounting and Reporting System (FARS)	Approved July 25, 2013
<u>Finance Request from the Budget and Control Board:</u> Multi-Business Area Journal Entry Interface (The CAB asked the SCEIS Team to look into workflow for the enhancement as well.)	Approved July 25, 2013
<u>HR/Payroll Request from the Department of Corrections:</u> Correct Pay with FLSA Work Week Change	Approved July 25, 2013
Discussion of the new governance proposal will be an agenda item for the next meeting	August 27, 2013



5. Action Items <i>(add rows as necessary)</i>					
Action			Assigned to		Due Date
Propose additional dates for the next CAB meeting.			Chrystal Laughlin		Monday, July 29, 2013
Email new governance proposal to CAB members.			Chrystal Laughlin		TBD
Next Meeting:	Tuesday, August 27, 2013	Time:	3:00 p.m. to 5:00 p.m.	Location:	1 st Floor Governor's Conference Room Wade Hampton Building