To:        Dr. David Mertes, Superintendent/President
From:     Burt Miller
Subject:  RECOMMENDED PLAN FOR SANTA BARBARA COMMUNITY COLLEGE DISTRICT'S ADMINISTRATIVE DATA PROCESSING

I. Brief History

In 1971, after lengthy study and discussion of several alternatives, the Santa Barbara Community College District and the Santa Barbara School District entered into an agreement for the joint procurement of a computing system to serve both districts' administrative and instructional data processing needs. The Joint Powers Agreement provided for shared ownership and equal access to the use of the system.

The new computer, a Burroughs B-3500, was located at City Schools' administrative offices at 720 Santa Barbara Street. The college was served through a Remote Job Entry (RJE) station which consisted of a Burroughs B-1700 computer connected to the main computer through a leased telephone line. Each district maintained its own staff of about seven persons.

In 1979, the Joint Powers Agreement terminated with the final payment on the B-3500 computer. In lieu of a final payment from the college district on the B-3500, the college and Burroughs entered into a one-year lease agreement with Burroughs Corporation for the installation at the college of a Burroughs B-2800, a more modern computer than the Burroughs B-3500. This arrangement effectively made the college and school districts independent of one another for the 1979-80 school year. This is the present configuration.

II. Current Planning Efforts

During the 1979-80 year, discussions between the two districts have been going on with a view to defining a future long-range course of action that would serve the needs of both districts at minimal cost. The continued short-term lease of the B-2800 at the college is clearly not a cost-effective solution for the college. Also, the Burroughs B-3500 computer at the school district is at or near the end of its effective life. Maintenance costs, now at $40,000 per year, are rising steadily. Furthermore, the computer's functional utility has reached its limit.

After considering a wide variety of alternatives, it has been decided to recommend that the two districts should again pool their resources for administrative data processing to acquire a new computer in the next year or so, and to merge the two staffs into one group. The computer and staff will be housed at Santa Barbara City Schools under the leadership of Mr. William Whitmore, currently Director of Data Processing at City Schools. Instruction at the college will be provided computing services through separate facilities specifically tailored to meet the quite different needs of the instructional programs.
Staff of the two districts are now studying the feasibility of a Joint Powers Agency (JPA) which would serve as the employer for all present staff, and which would provide data processing services to both districts on some pro-rata charge-back basis.

III. Proposed Interim Solutions

Currently, the lead time for the procurement of a computer of the type needed is about one year from the time a Request for Proposal is begun to the delivery and installation of the computer. Therefore, it is evident that an interim operating plan is needed to serve the needs of the districts at reasonable cost. Since the B-3500 maintenance costs are so high, it is proposed that the B-3500 be moved out, and that both districts share the Burroughs B-2800 now located at the college. Money that would be saved on the B-3500 maintenance would be diverted to help share the cost of the lease on the B-2800. Subject to the requirements of the instructional program at the college and other cost and logistic considerations, the B-2800 could be moved to the school district offices. Staffs of the two districts could be merged immediately.

IV. Future Requirements

The Burroughs B-2800 will not effectively handle the current data processing loads of the two districts without very careful planning and scheduling of loads. It will also severely constrain the future growth of data processing applications at a time when such growth is needed to maintain and improve efficiency in administrative operations in the face of declining resources. Therefore, it is recommended that the districts jointly seek to acquire a new computing system which will meet the districts' immediate needs and have capacity for growth over the next several years.

For many months, staff of the districts have been in contact with most of the major vendors of computing hardware and software. It is evident from these contacts that such a system can be obtained at a significant savings over current expenditures for data processing. It is the intent of staff to recommend that future needs be met by replacing the B-2800 with a new computer to be acquired in the near future through an open bidding procedure. This recommendation will be brought to the Boards in the near future.

V. Timetable for future (tentative)

An approximate timetable for the future development of this plan is as follows:

<table>
<thead>
<tr>
<th>Mid-May, 1980</th>
<th>Final plan to Boards for approval, including:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Joint Powers Agreement draft</td>
<td></td>
</tr>
<tr>
<td>2) Summary of personnel effects</td>
<td></td>
</tr>
<tr>
<td>3) Summary of short- and long-term cost effects</td>
<td></td>
</tr>
<tr>
<td>4) Rationale for apportioning costs between districts</td>
<td></td>
</tr>
<tr>
<td>5) Costs of conversion from present configuration</td>
<td></td>
</tr>
<tr>
<td>6) Plan for procurement of new computer</td>
<td></td>
</tr>
</tbody>
</table>
V. continued:

July 1, 1980        Effective date of merger under interim plan
Mid-July, 1980     Request Board approval to go to bid on new computer
Mid-September, 1980 Deadline for receipt of proposals from vendors
December 1, 1980   Selection of successful vendor
December 1, 1980 to June 1, 1981 Preparation for new system installation:
    1) Facility preparation
    2) Staff training program
    3) Conversion of application programs to new computer
June 1, 1981       Delivery/installation of new computer system
September 1, 1981  Full operation of new system

VI. Approvals requested at this time

The following decisions have been reached and are submitted to the Boards for approval of the overall concept at this time, subject to approval of the detailed plan at a later date:

1. Ultimate joint lease or lease/purchase of a new computer system.

2. Location of the main computer site to be at Santa Barbara City Schools' Administration Building at 720 Santa Barbara Street.

3. Data Processing staffs of the two districts to be merged into a single organization under a Joint Powers Agreement, if feasible.

4. Management of staff and facility to be under the direction of Mr. William Whitmore.

5. Interim configuration for the two districts to be the joint use of the Burroughs B-2800.

EM:emb
3-24-80