

Approved _____
Date

MINUTES OF THE Senate COMMITTEE ON Governmental Organization

The meeting was called to order by Senator Vidricksen at
Chairperson

1:45 ~~xxx~~/p.m. on February 2, 1984 in room 531 N of the Capitol.

All members were present except:

Senator Gaines
Senator Francisco
Committee staff present:

Bruce Kinzie - Revisor
Julian Efird - Research

Conferees appearing before the committee:

Bill Belleville - Department of Administration

The Chairman called the meeting to order.

Bill Belleville presented testimony to the Committee on the Division of Information Systems and Computing. DISC was designated the central authority in determining and providing the necessary data processing services for State agencies. They are also responsible for auditing agency compliance with established standards and for reviewing and making recommendations to the Division of Budget on agency data processing plans and budgets. (Exhibit A)

Mr. Belleview reviewed the roles of DISC and answered questions from the Committee.

No action was taken.

A motion to approve the minutes was made by Senator Gaar. It was seconded by Senator Hein. Motion carried.

The meeting was adjourned at 2:30 p.m.

GUEST LIST

COMMITTEE: Senate Governmental Organization DATE: Feb. 2, 1984

NAME	ADDRESS	COMPANY/ORGANIZATION
JIM NICHOLS	6405 METCALF O.P.K.S	XEROX
Steve Simpson	6405 Metcalf O.P.K.S	Xerox
JOHN KIEFHABER	S.O.B.	DISC, Dept of Admin.
Bill Belleville	SUB	DISC
CAREY BROWN	"	"
DON HEIMAN	"	"
BRUCE ROBERTS	"	"

* OUTLINE *
PRESENTATION
FEBRUARY 2, 1984
SENATE, GOVERNMENTAL ORGANIZATIONS

I. INTRODUCTION

- A. Division of Information Systems and Computing (handout)
- B. Outline of Presentation
- C. Purpose: Demonstrate effective, efficient, economical operations

II. ROLES OF DISC IN STATE

- A. Central EDP Management Authority
 - 1. Planning
 - 2. Budget Reviews
 - 3. Acquisitions/Staffing/Specifications
 - 4. EDP Audits
 - 5. Projects/Research
 - 6. Agency Assistance
- B. Computer Utility
 - 1. Hardware
 - 2. Software
 - 3. Applications
 - 4. People

III. MAJOR MANAGEMENT EFFORTS REMAINING

- A. Enhance the Cost-Effectiveness of Functions/Services in Place
- B. Office Automation Planning
- C. Data Communications Network Management
- D. Disaster Recovery
- E. Security
- F. Relocation Planning

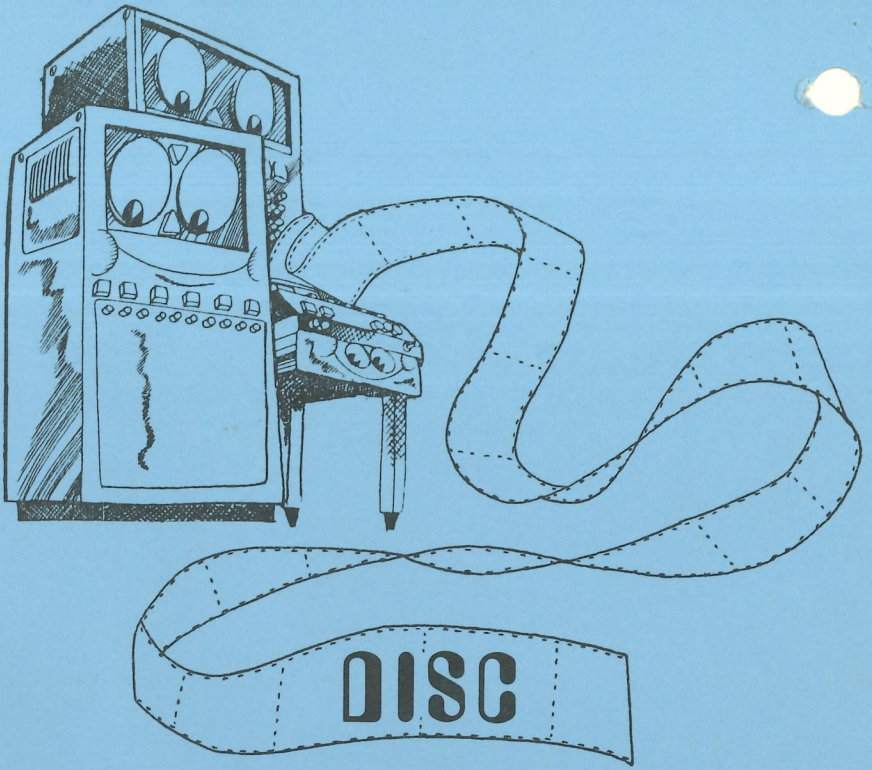
IV. CONCLUSIONS

- A. Major Elements of Information Management
- B. Indispensable Concomitance to Effective Government Operations
- C. Invitation to Visit

bb4/B3

EXHIBIT A

Ex. A



Division of
Information Systems and Computing

Department of Administration
State of Kansas

Division of
Information Systems and Computing

11th floor
State Office Building
Topeka, KS 66612

(913) 296-3343
KANS-A-N 561-3343

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Introduction

The Division of Information Systems and Computing (DISC) is the central data processing authority for the State of Kansas. Located on the 11th floor of the State Office Building in Topeka, DISC provides centralized computer services and management.

Statutory Responsibility

DISC was established by the 1980 Kansas Legislature. It was designated the central authority in determining and providing the necessary data processing services for State agencies. Agencies thereby are required to obtain DISC's approval prior to acquiring data processing hardware, software, programs and personnel.

DISC also is responsible for auditing agency compliance with established standards and for reviewing and making recommendations to the Division of Budget on agency data processing plans and budgets.

Organization

Office of the Director

The Director of DISC reports to the Secretary of Administration in his exercise of the authority granted the Division. He is guided by the Information Systems Policy Board (ISPB) in meeting statutory responsibilities and the Information Systems Advisory Committee (ISAC) in fulfilling the information system needs of the Department of Administration.

The Director is supported by a special Planning and Control staff and four assistant directors.

Administrative Services

The Assistant Director for Administrative Services and staff conduct internal business and office management services.

This section supports DISC by performing key functions including budget preparation, accounting and billing, contract initiation and management, mail/distribution control, word processing and clerical services, personnel/payroll administration, purchase control, records maintenance and DISC security.

Agencies interact with this staff to establish data processing service accounts and discuss charges for services.

Computer Operations

The Assistant Director for Computer Operations and staff maintain three large computers and associated equipment (hardware). This section operates several extensive data communications networks connecting local and remote terminals which serve users within their individual offices.

Other users receive computer services by coordinating with the production control staff who handle the magnetic tape, printed forms and other selected media.

Agencies interact with this staff to install terminals, request hardware maintenance, report hardware and communications problems for resolution, request job production and retrieve output.

Technical Support

The Assistant Director for Technical Support and staff install and maintain the computer systems software and related packages that control the hardware.

This section ensures the effective use of the operating systems, communications packages, data base management systems, source program translators/compiler/assemblers, utility packages, user-friendly software, mathematical/statistical packages, job billing packages and capacity management features.

Agencies interact with this staff to access available software packages and be advised on their use, report problems for resolution and receive expert consultation on software facilities and features.

Systems Design and Development

The Assistant Director for Systems Design and Development and staff develop and maintain applications to solve user problems.

This section evaluates user needs for cost/benefit effectiveness, designs, develops and maintains automated systems, prepares and implements statewide development methodology and standards, provides expert consultation in the effective design of systems and advises agencies on obtaining information systems training.

This section also operates a Documentation Library to store system and program documentation and an Information Center providing user-friendly software (including graphics) to help users help themselves.

Agencies interact with this staff to determine if automated tools can help them do a more cost-effective job.

Planning and Control

The Assistant to the Director for Planning and Control and staff provide special assistance to the Director by coordinating the State's long-range automation plan, setting guidelines for the preparation of data processing budgets and reviewing agency data processing plans and budgets.

This section also evaluates the effective use of data processing methodology and standards, reviews the appropriateness of data processing hardware and software (including word processing and mini- and micro-computers) and audits agencies on the proper use of their capabilities and features.

Agencies interact with this staff to plan for their systems needs, obtain approval for hardware and software and receive expert advice and assistance in justifying their needs.

Charges for Services

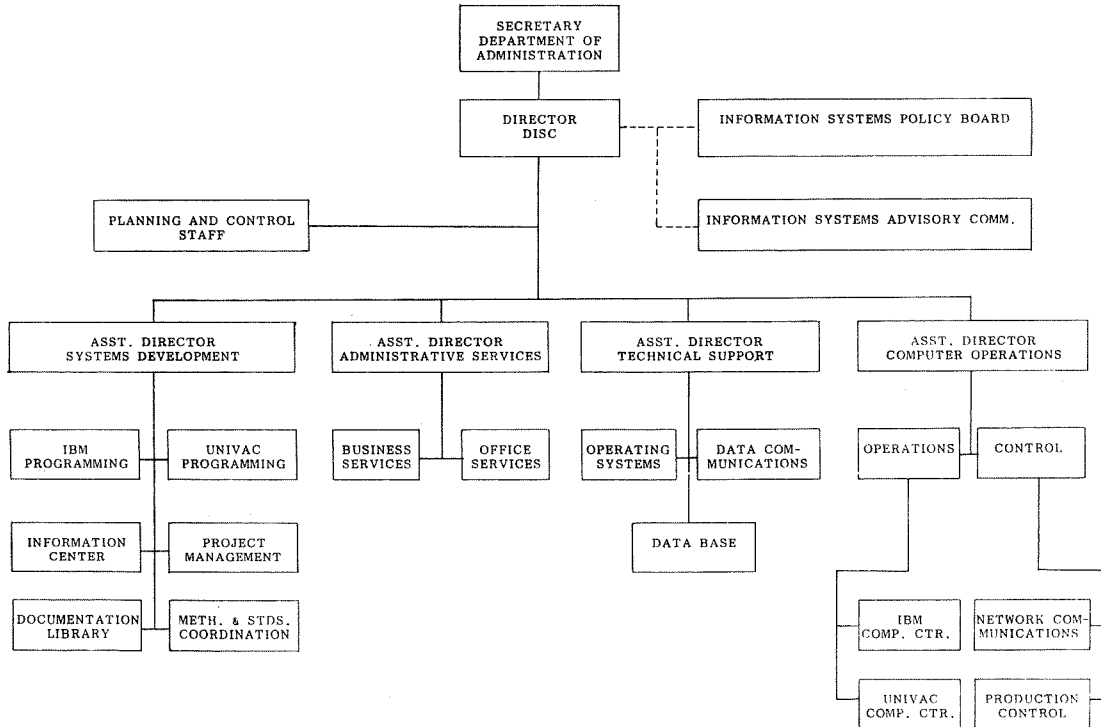
DISC recovers all costs for services rendered to users. Charges are determined by such factors as time of day, analyst/programmer time and software accessed.

Rates are published annually with revisions made only when necessary to recover costs.

For the current rates, see the most recent update of Policy and Procedures Memorandum 103 or contact the Assistant Director for Administrative Services.

DIVISION OF INFORMATION SYSTEMS AND COMPUTING
(DISC)

Department of Administration



Computing Facility

The IBM/NASCO and Univac Computer Center has a full complement of data processing utilities, from sophisticated data base/data communication facilities to user friendly software oriented for direct use by agency staff with minimal training.

The Center performs capacity planning and performance tuning to determine current workloads and computer resource utilization. Future requirements are projected in order to tailor hardware and software to optimize the quality of the services rendered.

The DISC Computer Center operates 24 hours per day, seven days per week. Hardware and software maintenance is conducted on Sunday between 6 a.m. and noon. If required, emergency maintenance is scheduled to minimize interference with user on-line activity.

For specific hardware and software availability, see the most recent update of Standard 200 or contact the Assistant Director for Computer Operations.

IBM/NASCO System

The IBM/NASCO system functions via two large processors: the IBM 3033 and the NASCO AS 7000. These computers operate as a loosely coupled system and share direct access devices and other peripheral equipment.

This system provides services to all State agencies. Major users include the Departments of Revenue, Transportation and Social and Rehabilitation Services.

The IBM/NASCO system currently maintains extensive on-line networks consisting of more than 600 remote terminals and more than 20 remote job entry (RJE) sites including the central law enforcement message switching system for the State.

IBM/NASCO System Hardware

IBM hardware

- 1 - 3033 Model N processor (12 megabytes of memory/12 channels)
- 2 - 1403 Model N1 printers (1100 lines per minute)
- 8 - 3274 video controllers
- 1 - 3705 communications controller
- 1 - 2540 reader/punch

National Advanced Systems hardware

- 1 - AS 7000 processor (16 megabytes of memory/16 channels)
- 1 - Beall channel switch

Storage Technology Corporation hardware

- 24 - 8350 disk drives (317.5 megabytes each)
- 30 - 8650 disk drives (635 megabytes each)

Telex Corporation hardware

- 19 - 8020 Model 6 magnetic drives (1600 bits per inch/6250 bits per inch)
- 1 - 8020 Model 6 magnetic drive (800 bits per inch/1600 bits per inch)

ITT Courier hardware

- 2 - 2722 video controllers
- 1 - VTLC video controller

IBM/NASCO System Software

The IBM/NASCO computers run on the IBM/MVS operating system. Input and output operations are controlled by JES2, an IBM product.

Terminals are scheduled and controlled by one of three IBM Telecommunications Access Methods: TCAM, VTAM and BTAM. On-line files and applications programs are scheduled and controlled by two data communications packages: the IBM Customer Information Control System (CICS) and the CINCOM Environ/1 (E/1). CICS applications programmers use COBOL and NATURAL computer languages while E/1 programmers use TBOL and MANTIS.

In addition, CINCOM's TOTAL and Software AG's ADABAS (data base management systems) are available for systems development. TOTAL operates with both CICS and E/1 while ADABAS operates only with CICS.

Program development productivity aids available are ROSCOE and LIBRARIAN. ROSCOE is used to create and modify program source code on-line. LIBRARIAN stores the source code and job control language statements.

Univac System

The Univac system functions via a Univac 1100/63 multi-processor which allows for continued processing in a degraded mode if one of the processors fails.

The Univac system is primarily dedicated to the Department of Administration. Current major projects include the Central Accounting System of Kansas (CASK) and the Kansas Integrated Personnel/Payroll System (KIPPS).

This system currently maintains an extensive on-line network of approximately 220 remote terminals.

Univac System Hardware

Univac hardware

- 1 - 1100/63 multi-processor (3144 KWords/15 channels)
- 10 - 0874 magnetic tape drives (1600 bits per inch/6250 bits per inch)
- 2 - 0776 printers (1200 lines per minute)
- 1 - 0176 card reader
- 20 - 8470 disk drives (89.6 MWords each)
- 1 - GCS communications controller
- 2 - Solid State Disk Devices (4 MWords each)

Univac System Software

The Univac multi-processor runs on the Exec 1100 operating system. Primary data communication services are provided through four versions of MAPPER, a user-friendly product designed to facilitate information manipulation and retrieval by users with minimal training.

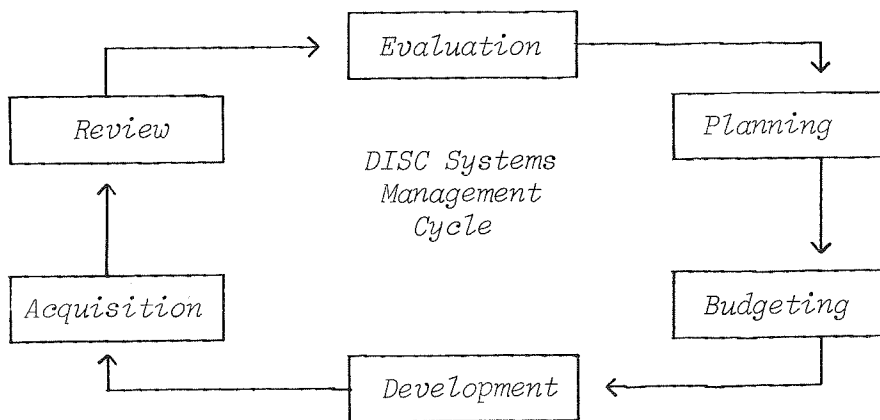
MAPPER is administered through delegation of MAPPER coordination responsibilities, creation of modes and types and routine file re-organization. Proposed record structures are reviewed constantly and users are advised on MAPPER design and coding techniques.

Additional services are available on the Univac system through the use of the Communications Management System (CMS), DMS 1100 (a data base management system) and the Univac Terminal Security System (TSS).

Univac program development productivity is enhanced by the use of Conversational Time Sharing (CTS), an on-line text editor/compiler used to store source code and job control language statements.

Developing Your Information System

DISC can help your agency create an information system tailored to your needs via a management cycle consisting of six phases:



Evaluation

Once the user staff of your agency has determined that an automated system is needed, a detailed written evaluation of your needs should be prepared. The length of the document will depend on the complexity of your needs.

Although this evaluation is normally conducted by the user, DISC can provide special assistance upon request. Such teamwork in the early phases of the cycle can increase the likelihood of achieving the appropriate system.

Planning

Next, your agency should prepare (or update) its data processing plan, detailing the computer resources necessary to establish your new information system.

If appropriate, DISC then estimates the additional resources needed to support the development, maintenance and/or processing of your new system.

All individual agency plans are coordinated by DISC to create a single three-year State Data Processing Plan which identifies the State's total automation needs.

The Information Systems Policy Board (ISPB) annually reviews the State Plan, providing guidance and direction.

Budgeting

An important step in the cycle is obtaining adequate funding to execute your information systems plan. Agencies prepare and submit their fiscal requirements annually to the Division of Budget. DISC then reviews the data processing portion of these budgets for consistency with the overall State Plan.

Following legislative review and adjustment, agencies and DISC finalize their budgets and begin implementing the approved automated systems.

Development

Once funds are allocated, your agency should submit a service request (if appropriate) for the new system, modification and/or enhancement. At this time, DISC will assist your agency to analyze your problems and needs and schedule the tasks to be accomplished.

DISC then designs your system and details how its features work and what they will do. DISC will provide you with a more accurate estimate of your costs at this point. With your approval, the Division then will write the programs, prepare the necessary documentation and test the new application.

In some instances, your agency's needs may be better achieved through the DISC Information Center. If so, the Center Coordinator will assist you in the development and execution of your system.

Hardware and Software Acquisition

Generally, new applications require new hardware and software. If so, DISC will assist your agency to procure and install them.

The procedure for acquiring new hardware and software is detailed in the most recent update of Policy and Procedures Memorandum 104.

Review

Once your new information system is operational, your agency's management staff should review its effectiveness. DISC will assist you if fine tuning is required.

Major modifications and enhancements are implemented by repeating the cycle.

User Help and Information Sources

User Help Desk

Users having hardware or software problems should report them to the User Help Desk. Any problems that cannot be resolved immediately will be forwarded to the appropriate technician.

The purpose of the Help Desk is to provide change control and problem tracking to assure more reliable and consistent computer services to DISC users.

Information Center

The Information Center provides users the opportunity to develop and execute their own systems applications through the use of computer productivity packages. Obtaining assistance from the Center will help reduce the need for additional programming resources and eliminate data processing backlog within the user agencies.

Computer packages available include text processing, on-line training and user-friendly software.

Other services of the Information Center include product education, technical and operational support, problem resolution assistance and general consultation.

Contact the Information Center Coordinator for a copy of the Information Center Handbook and other assistance.

Production Control

User agencies which do not have a production control staff must schedule their batch production jobs through the DISC production control staff. Job submissions must meet pre-determined production schedules.

The DISC production control staff maintains two magnetic tape libraries. The Univac library is managed by the DISC tape librarian and contains approximately 4,000 reels of tape in active status.

The IBM/NASCO library has approximately 18,000 reels of tape in active status and is managed by the following agency tape librarians:

<i>Series T002000 - T009999</i>	<i>DISC</i>
<i>T010000 - T019999</i>	<i>Social & Rehabilitation Services</i>
<i>T020000 - T029999</i>	<i>Transportation</i>
<i>T030000 - T039999</i>	<i>Revenue</i>

In addition, DISC operates two secured off-site magnetic tape storage vaults which are available to users.

Documentation Library

The Documentation Library provides a central location for all system and program documentation implemented by DISC. Documentation submitted to the Librarian is verified for completeness and accuracy before being added to the library inventory. Access to the documentation is controlled by the Librarian.

In addition, various software manuals and all DISC publications to users may be obtained through the library.

For more information, contact the Documentation Librarian.

User Meetings

DISC conducts periodic meetings for all State agencies who use DISC services. From these meetings, user groups have been formed around specific software packages to improve the ability of users to utilize DISC data processing resources.

These smaller groups meet periodically to share information and foster cooperation among user agencies. They also provide DISC with feedback from the user community.

The MAPPER user group is the largest and consists of all software coordinators for projects using MAPPER applications. These coordinators provide the interface between actual users and those who develop and support the application of MAPPER.

Similar user groups have been formed around the data base management systems and ROSCOE/LIBRARIAN software.

DISC Publications

Policy and Procedures Memorandums (PPMs) inform user agencies of established DISC policies and procedures.

Standards are basic tenets established or adopted by DISC which remain relatively unchanged over time. They closely resemble PPMs in content but are somewhat more technical.

Guidelines provide a how-to approach to users on compliance with the policies set out in PPMs and Standards. Practical examples often are included.

Bulletins announce short-term alterations to normal operating conditions. They normally have a definite expiration date or a clear short-term purpose. Bulletins also announce upcoming events of potential importance to the DISC user community.

Standard Operating Procedures (SOPs) set forth internal policies and procedures for the DISC staff and do not have a direct impact on users.

Copies of these publications may be obtained from the Documentation Librarian.

DISC Directory

Main Office	296-3343
	KANS-A-N 561-3343
<i>Director</i>	
<i>Assistant Director for Administrative Services</i>	
<i>Assistant Director for Computer Operations</i>	
<i>Assistant Director for Technical Support</i>	
<i>Assistant Director for Systems Design & Development</i>	
<i>Assistant to the Director for Planning & Control</i>	
Administrative Services	3343
<i>Reception/Office Services</i>	3343
<i>Business Services</i>	4111
<i>Personnel Services</i>	2772
Computer Operations	3343
<i>IBM/NASCO Computer Center</i>	3139
Facility Supervisor	
Production Supervisor	
<i>Univac Computer Center</i>	7867
Facility Supervisor	
Production Supervisor	
<i>User Help Desk</i>	2310
<i>Production Control</i>	5267
<i>Systems Status (recorded message)</i>	2300
<i>Computer Operations Managers</i>	
IBM/NASCO & Univac Operations	2699
Production Control & Physical Facilities	2927
Technical Support	3343
Systems Design & Development	3343
<i>Methodology, Standards & Training</i>	
Coordination	4113
Information Center	2323
Documentation Library	2514
Planning & Control	3343