

inside Y2K



Inside information about Oakland University's Y2K progress

Welcome to *Inside Y2K*

Inside Y2K is your source for information about Oakland University's Y2K compliance efforts

The Y2K Project Team will publish this newsletter monthly with updates about what team members are doing to protect OU from effects of the Millennium Bug — and details about what you can do to help.

Team members

include:

- Randy Hansen, interim director, Office of Grants, Contracts and Sponsored Research (*project leader*)
- Pat Beaver, information specialist, Office of Grants, Contracts and Sponsored Research

(*project coordinator*)

- John Coughlin, desktop system analyst, Training and User Support
- Ken Eagle, help desk supervisor, Training and User Support
- Bill Davis, technical analyst, Sprint Paranet

The team is working closely with Susan Aldrich, associate vice president of Facilities Management; Ron Cigna, vice provost, Information Technology; Ted Coutilish, director of Publications; Diana Fernando, staff attorney, General Counsel; and Kate Lark, director, Risk Management and Contracting; to ensure that best-effort practices are maintained throughout the program.

Contact Y2K Project Team Members

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Team requests faculty schedules

University faculty are at particular risk if the Y2K bug affects research and educational instruments as expected.

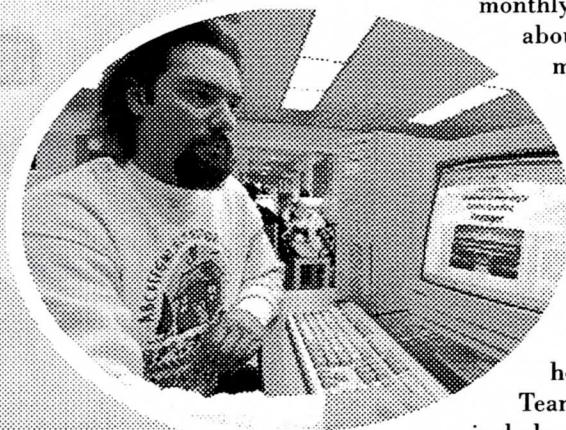
"That's why we must meet with every faculty member on campus very soon," says Randy Hansen, Y2K project leader. "We need to assess the risks, take an inventory and start

making the necessary changes to protect our faculty and the tools they use."

Hansen requests that all faculty visit the team's Website: www.oakland.edu/y2k to complete a faculty schedule survey.

"We're creating a large scheduling matrix and will schedule appointments based on when faculty are

available," Hansen says. "It's a massive coordination project. With the full cooperation of faculty, we can successfully carry out our Y2K plan and minimize any negative impact on research at Oakland University."



The Y2K Project Team will direct OU's efforts to ensure computer systems and other devices are compliant.

Oakland president recruits faculty and staff to prepare for Y2K

Oakland University President Gary D. Russi has called on faculty and staff to help prepare OU for the Millennium Bug.

The Bug — also called Y2K, or the Year 2000 problem — refers to the likelihood that date-controlled devices such as computers will malfunction at the stroke of midnight on December 31, 1999.

Reason: Their two-digit fields cannot distinguish the year 2000 from 1900. Believing the year to be 1900, unprepared computers may crash, erase files or stop operating altogether. This is one of numerous problems presented by Y2K.

Russi appointed the Y2K Project Team to direct Oakland's Y2K initiative and assist the campus community in ensuring that computer systems, applications and other devices are compliant.

In a letter addressed this month to the campus community, Russi urges faculty and staff to support the team's efforts.

"This is a critical time for Oakland University and, quite frankly, every company, nation and individual in

the world today," Russi says. "With the cooperation of our entire campus community, we will collectively be ready for Y2K."

The true effects of Y2K are elusive. Some experts predict global paralysis, with planes falling from the sky and banking catastrophes. More conservative estimates are that some interruption will occur with phone and gas service, electricity and computer systems.

To learn more about Oakland's Y2K efforts, visit www.oakland.edu/y2k

Forward vendor inquiries to Hansen

Oakland University's vendors and suppliers are beginning to pay closer attention to the Millennium Bug.

In recent months, federal agencies, banks, companies and other organizations for which Oakland provides services have begun sending inquiries about Y2K compliance to various individuals and units on campus.

If you receive one, don't respond to it yourself. Forward all inquiries to Randy Hansen, Y2K project leader, at OU's Office of Grants, Contracts and Sponsored Research.

If you have already responded to an inquiry, forward copies to Hansen or call him at 3222.

Oakland team tackles Y2K concerns

The Oakland University Y2K Project Team will coordinate key phases of a Y2K plan through December 31, 1999:

- Awareness and Discovery
- Inventory and Assessment
- Testing and Remediation
- Continuity Planning

"Our goal is to have every computing and telecommunications service throughout the university able to process dates between the 20th and 21st centuries with no failures," Project Leader Randy Hansen says.

In addition to the problem of date routines and calculations performed by computers or computing devices, problems may occur with systems or devices that have embedded processors. These include lab equipment, specialized instrumentation, fax machines and alarm systems.

Oakland's Y2K Project Team will lead the cooperative and collective efforts of the university in minimizing potential risks associated with hardware, software and devices with embedded processors.

"We must acknowledge the magnitude of the problem and the importance of preparation, remediation and contingency planning at all levels," Russi says. "I am personally asking everyone in the campus community to give their full cooperation to the team during this year of action."