New Mexico State University
University Board Establishment Form

Official Name: Payment Card Industry Data Security Standard (PCI DSS) Compliance Steering Committee (the Committee).

Effective Date: The PCI DSS Committee is being formed at the request of the NMSU Chancellor, upon the recommendation of the NMSU IT Security Authority. *(See Regents Policy 2.90, Information Data Security.)*

Authorized By: Regents Policy
NMSU Chancellor X
EVP/Provost
ARP Rule X

Type of Board: Standing X
Ad Hoc

Scope of Impact: NMSU Las Cruces X
NMSU System

General Purpose:
The PCI DSS Steering Committee (the Committee) is being formally established jointly by the University Controller’s Office and Chief Information Officer (CIO) to recognize its role in assisting the university with implementing and maintaining its compliance program relating to PCI DSS industry standards, which apply to NMSU since it accepts and processes payment card payments. *(See Also ARP, Rule 2.36, Payment Card Data Security.)*

The Committee’s primary function will be to assist university officials to decide the priorities and order of business relating to NMSU system wide PCI DSS compliance, as well as to serve in an advisory capacity to the University Controller and to the Chief Information Officer, as they fulfill their roles and responsibilities relating to guiding and monitoring operations in the NMSU system wide cardholder data environment (CDE).

Specific Functions of the Committee:

The Committee will perform the following NMSU system-wide functions:

1. Recommend development or amendment of NMSU policy, rules or procedures, as appropriate, to ensure compliance with PCI DSS;

2. Review and recommend changes relating to the evaluation and monitoring of the cardholder data environment, payment card processes, and vendor relationships;

3. Support and direct compliance with PCI DSS and the University’s policies and procedures and facilitate communication of PCI DSS changes and best practices;

4. Review requests for new merchant locations and advise the University Controller on approval or denial of requests;

5. Assist the University Controller and CIO in working with NMSU’s merchant services partner or any consultants to assess and establish compliance with PCI DSS;
6. Make recommendations regarding the content of the PCI DSS website once established; and

7. Annually review responses to merchant Self-Assessment Questionnaires and provide an executive report along with the results to the University Controller and the CIO.

**Chair:** The PCI DSS Compliance Steering Committee chair will be elected by the membership, and will rotate each calendar year.

**Membership:** The PCI DSS Compliance Steering Committee is comprised of the following position appointments from: Business Affairs, Information and Communication Technologies department, Office of Audit Services, Auxiliary Services, and Faculty.

1. Chief Information Security Officer
2. Director of Telecommunications and Networking Services
3. IT Compliance Officer
4. IT Planning Officer
5. Associate Controller
6. Treasury Services Manager
7. Bursar
8. Faculty Representative (To be appointed by the Provost’s office)
9. Financial Systems Administration Director
10. Audit Services IT Auditor
11. Director of Auxiliary Services

**Administrative Support:** The Controller’s Office will provide administrative support to the PCI DSS Compliance Steering Committee.

**Meeting Information:**
1. The PCI DSS Compliance Steering Committee shall meet at least once per month, or more frequently as called by the chair, as circumstances may require.

2. A quorum of sixty percent (60%) of voting members (7 members) must be in attendance to conduct business.

3. Teleconference or electronic attendance may be permitted in limited circumstances to facilitate attendance at a meeting when the member would otherwise need to miss.

4. A PCI Compliance Steering Committee member may, on a meeting by meeting basis for good cause, designate a proxy to attend and vote in their place. The designee must be approved by the member’s respective department head.

5. Subject matter experts may be invited to attend meetings by the chair to provide input.