

[NMSU](#) > [NMSU Boards and Committees](#) > [New 2017 Reports](#)

Payment Card Industry Data Security Standard (PCI DSS) Compliance Steering Committee (the Committee)

CONTACT INFORMATION

For the person completing this report.

Name

CARLOS LOBATO

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INFORMATION ABOUT THE BOARD

Official Name of the Board

Payment Card Industry Data Security Standard (PCI DSS) Compliance Steering Committee (the Committee)

Board Website (if applicable)

nmsu.edu

Effective date of establishment

12/2016

Authorized by

President

Board Reports To (if applicable)

Chief Information Officer and University Controller

Type of Board

Standing

Scope of Impact

System

Purpose

New Mexico State University (NMSU) operates within complex regulatory environments that are constantly changing. The PCI DSS Steering Committee (the Committee) was 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.

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).

Authority

The Payment Card Industry Data Security Standard (PCI DSS) Compliance Steering Committee under the authority of the President of New Mexico State University (NMSU) is currently reviewing PCI DSS compliance issues and processes at NMSU and addressing areas needing improvement.

MEMBERSHIP

Chair for 2016-17 Academic Year

Name

CARLOS LOBATO

Email

clobato@nmsu.edu

Co-Chair for 2016-17 Academic Year

Chair for 2017-18 Academic Year

Name

CARLOS LOBATO

Email

clobato@nmsu.edu

Co-Chair for 2017-18 Academic Year

Additional Membership Details

What university function/office is responsible for appointments?

Office of the Chief Information Officer and University Controller

Members are appointed by

By Position

Position appointment description

The members were appointed based on best management practices identified by the Higher Ed Treasury Institute on PCI DSS Compliance community, EDUCAUSE Information Security and at other Universities similar in size to NMSU.

Is membership representative?

Yes

Please describe how the membership is representative.

The members represent the major credit card operations and areas of compliance for the university and are responsible for those areas in each of their units that contribute to the overall compliance issues in the university.

What are the terms of appointment?

Members by position are permanently appointed to this committee.

Are terms staggered?

No

Are members subject to reappointment?

No

What is the process for filling vacant positions?

The committee request a designee from the department. If there are changes in best practices or members retire or change positions within NMSU.

What is the process for selecting a chair?

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

List board members for the 2016-17 academic year:

For each member, provide name, title and college/department affiliation under the appropriate heading below (i.e. voting member OR ex-officio/non-voting member).

Voting Members

Voting Member 1 Name

CARLOS LOBATO

Title

IT COMPLIANCE OFFICER

Department

ICT

Voting Member 2 Name

JOHN ROBERTS

Title

DIRECTOR OF COMPUTER SYSTEMS

Department

ICT

Voting Member 3 Name

PIYASAT Nilkaew

Title

DIRECTOR OF NETWORKING

Department

ICT

Voting Member 4 Name

RANDEY BAMFORD

Title

IT PLANNING OFFICER

Department

ICT

Voting Member 5 Name

MIKE HOSKINS

Title

ASSOCIATE CONTROLLER

Department

CONTROLLER

Voting Member 6 Name

JAKE LUCERO

Title

TREASURY SERVICES MANAGER

Department

TREASURY

Voting Member 7 Name

NANCY RITTER

Title

DIRECTOR OF UAR

Department

UAR

Voting Member 8 Name

BJ MAESTAS

Title

DIRECTOR OF FSA

Department

FSA

Voting Member 9 Name

PAUL LUCERO

Title

IT AUXILIARY SERVICES

Department

AUXILIARY SERVICES

Voting Member 10 Name

MARCO HERNANDEZ

Title

MANAGER OF FSA SYSTEMS

Department

FSA

Voting Member 11 Name

CARL BACA

Title

Asst Dir, Financial Sys Admin

Department

FSA

Ex-officio/Non-Voting Members

Ex-officio/Non-Voting Member 1 Name

SUE DAILY

Title

IT AUDITOR

Department

AUDIT SERVICES

MEETINGS & ADMINISTRATIVE SUPPORT

What university office/function provides administrative support to this board?

CIO

What are the requirements for the number of meetings to be held annually?

Meetings are held twice a month currently until the committee becomes stable and the compliance program is fully implemented and then may meet once a month.

Was the requirement for the number of meetings met?

Yes

List of Meeting Dates

Met Tuesdays on a biweekly basis in Hardman Jacobs 220 Conference Room

Major Accomplishments

- Charter officially approved by the Chancellor 12/2016
- Rule No. 2.36 PCI DSS rewritten and disseminated to the NMSU community 03/2017
- Created a PCI DSS website to meet the university needs of a single portal for information and procedures for merchants and NMSU community
- Created Standard Operating Procedures (SOPs), which were disseminated to all identified merchants
- Committee formally established and approved as an official University Board 05/2017

- Have identified areas needing improvement:

Network for Cash net locations

Budgets related to PCI DSS compliance initiatives

Complexity – Need training Internal Security Assessor(s)

Standardization – merchant packets, solutions and forms

Vulnerability and penetration testing

Loaner program relating to portable event technology

Major merchants Blackboard, Cash net, Aloha and KRWG

Dedicated human resources

Process reengineering

Training for end-users handling or having exposure credit card information

Compliance is ongoing with yearly verification cycles

Definitions:

- Cashnet is NMSU's cashiering system for processing tuition payments at UAR
- Blackboard is point of sale system used by Auxiliary Services
- Aloha system is the used by the restaurant at the Golf Course

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