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# 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)
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**Effective date of establishment**

12/2016

**Authorized by**

Chancellor

**Board Reports To (if applicable)**

Chief Information Officer and University Controller

**Scope of Impact**

System

**Type of Board**

Standing

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.

**Purpose**

The Committee's primary function will be to provide compliance oversight of PCI DSS requirements and to decide the compliance 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 business 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 Chancellor of New Mexico State University (NMSU) is currently reviewing PCI DSS compliance issues and processes at the NMSU system and addressing areas needing improvement.

## MEMBERSHIP

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.

## Chair for 2018-19 Academic Year

Name

Carlos Lobato

Email

[clobato@nmsu.edu](mailto:clobato@nmsu.edu)

## Co-Chair for 2018-19 Academic Year

# Additional Membership Details

**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.

**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.

## Member List

Name	Title	Member Type
Carlos Lobato	Chief Privacy Officer and IT Compliance Officer	Voting Member

Name	Title	Member Type
John Roberts	Chief Information Security Officer	Voting Member
Piyasat Nilkaew	Dir,ICT Computing & Comm Infra	Voting Member
Randey Bamford	IT Planning Officer	Voting Member
Ross Justus	Associate Controller	Voting Member
Jake Lucero	Treasury Manager	Voting Member
Nancy Ritter	Bursar	Voting Member
Bernie Maestas	Mgr,ICT FSA Bus Soln & HRIS	Voting Member
Marco Hernandez	Mgr,Systems Administration	Voting Member
Samantha Lish	Mgr, UAR	Voting Member
Diane Bosworth	Project Support Specialist	Voting Member

Name	Title	Member Type
Robert Doyle	IT Auditor	Non-voting Member

## 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 or quarterly.

Was the requirement for the number of meetings met?

Yes

## List of Meeting Dates

July 2018 - two meetings  
August 2018 - two meetings  
September 2018 - two meetings  
October 2018 - two meetings  
November 2018 - two meetings  
December 2018 - one meeting  
January 2019 - two meetings  
February 2019 - two meetings  
March 2019 - two meetings  
April 2019 - two meetings  
May 2019 - two meetings  
June 2019 - two meetings  
July 2019 - two meetings  
August 2019 - two meetings  
September 2019- two meetings  
October 2019 - two meetings.

## Major Accomplishments

- Made Point-to-Point Encryption (P2PE) the PCI DSS standard for payment card data processing for the NMSU system. With P2PE, payment card data is encrypted upon receipt and transmitted to the appropriate financial institution. With P2PE, compliance requirements are met and data security is greatly enhanced.
  - o NMSU ticket office, which processes millions of dollars of payment card transactions, has implemented P2PE
  - o NMSU Golf Course was the initial location to fully implement and deploy P2PE
  - o Other departments and vendors have followed suit in deploying P2PE resulting in total risk reduction to the University
  - o The goal is to get all the University processing credit card transactions to implement P2PE by FY 2020/2021
- Cashnet, which is the cashiering system used at the University Accounts Receivable Department, successfully completed its Annual Self-Assessment Questionnaire (SAQ) and is compliant with PCI DSS.
- Identified the need for NMSU to establish a credit card device rental program for departments needing to take credit card payments temporarily for events that happen throughout the year
- By the end of calendar year 2019, the PCI team will have developed a Merchant Packet that will facilitate the process for those departments needing to take credit card payments.
- Updated PCI DSS training to include trainee comprehension of PCI DSS

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