PCI Compliance Steering Committee

Charter

Purpose

This committee serves in an advisory capacity to the Associate Vice President for Finance & University Controller in guiding and monitoring the University's cardholder data environment (CDE) to ensure compliance with Payment Card Industry Data Security Standard (PCI DSS).

Functions

The PCI Compliance Steering Committee will perform the following functions:

a. Recommend University-wide policies and procedures to ensure compliance with PCI DSS

b. Assist with the evaluation and monitoring of the cardholder data environment, payment card processes, and vendor relationships

c. Support and advise departments to comply with PCI DSS and the University's policies and procedures

d. Facilitate communication of PCI DSS changes and best practices

e. Review requests for new merchant locations and advise the Associate Vice President for Finance & University Controller on approval or denial of requests

f. Work with the consultant to assess and establish compliance with PCI DSS

Membership

The PCI Compliance Steering Committee is comprised of representatives from the Division of Finance and Administration, the Division of Information Technology, and the Office of Audit and Advisory Services.

Division of Finance and Administration:

- Associate Vice President for Finance & University Controller, Chair
- Bursar
- Director of Policy, Financial Reporting & Accounting

Division of Information Technology:

- Manager of Network Services (IT Infrastructure)
- Director of Identity Services & IT Compliance
- Information Security Officer (IT Information Security)

Office of Audit & Advisory Services:

- Information Technology Auditor