



BCC PCI-DSS Compliance Steering Committee Charter

Purpose

The Payment Card Industry Data Security Standard (PCI-DSS) is an information security standard for organizations that handle branded credit cards from the major card schemes.

The BCC PCI-DSS Compliance Steering Committee is being formally established jointly by the College's Executive Director of Finance and Business and Chief Information Office (CIO) to recognize its role in assisting the College with implementing and maintaining its compliance program relating to PCI-DSS industry standards, which apply to BCC since it accepts and processes payment card payments.

This committee serves in an advisory capacity to the Vice President of Finance & Administration in guiding and monitoring the College's cardholder data environment (CDE) to ensure compliance with PCI-DSS.

Functions

The BCC PCI-DSS Compliance Steering Committee will perform the following functions:

- Recommend College-wide policies and procedures to ensure compliance with PCI-DSS
- Assist with the evaluation and monitoring of the cardholder data environment, payment card processes, and vendor relationships
- Support and advise departments to comply with PCI-DSS and the College's policies and procedures
- Facilitate communication of PCI-DSS changes and best practices
- Review requests for new merchant locations and advise the Vice President of Finance & Administration on approval or denial of requests
- Work with consultant(s) to assess and establish compliance with PCI-DSS

Committee Responsibilities

- Attend PCI Training
- Identify all areas where payment cards are accepted
- Identify all Merchant IDs that exist
- Compile and review the inventory of PCI components
- Define and document the appropriate PCI Compliant Payment Card procedures
- Identify all individuals authorized to process payments of any kind and method
- Specify Closing/Reconciliation transactions at close of business
- Communicate activities (risks, etc.) to senior management and stakeholders
- Coordinate the completion of the Questionnaire/Assessments for each Merchant ID
- Coordinate the vulnerability testing as needed
- Review payment card procedures annually
- Require PCI-specific training for anyone processing payment card transactions and managers with oversight of payment card processing activities
- Document all training activities and attendance
- Understand the suspected breach or fraud reporting procedures

Chair

The BCC PCI-DSS Compliance Steering Committee is co-chaired by the College's Executive Director of Finance and Business and Chief Information Office (CIO).

Membership

The BCC PCI-DSS Compliance Steering Committee is comprised of Executive level leader(s) or representative(s), functional office representatives from Information Technology, the Business Office, Related Entities (Foundations, Auxiliary Services Corporation, Alumni Association) and staff from locations that accept payment cards.

1. Executive Director of Finance and Business (co-chair)
2. Chief Information Officer (co-chair)
3. Director of Information Systems (represented by Deputy CIO)
4. Director of Accounting and Related Entities
5. Director of Adult and Continuing Education (ACE)
6. Bursar
7. Campus Service Center Manager
8. Development and Alumni Relations Coordinator
9. Faculty Representative (to be appointed by the Provost's Office)

Meeting Information

1. The BCC PCI-DSS Compliance Steering Committee shall meet at least once per month, or more frequently as called by the chairs, as circumstances may require.
2. A quorum of sixty percent (60%) of voting members must be in attendance to conduct business.
3. A PCI-DSS 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.
4. Subject matter experts may be invited to attend meetings by the chairs to provide input.
5. An agenda will be drafted and distributed to group members by the co-chairs several days preceding the meeting.

Communication

Meeting minutes and action items will be documented at each meeting by a designated Committee member and presented to the Group at or before its next meeting for review and approval.

Revision History

9/23/2019

9/24/2019