

## **University Boards Update**

Reporting Period: July 1, 2018 – June 30, 2019

<http://boards.nmsu.edu/>

*In accordance with [RPM 2.30 University Boards](#), Section C: For university boards, this creation document shall be distributed to all members of the University Administrative Council.*

### **Request for Board Establishment**

#### **NMSU System IT and Data Security, Privacy and Compliance Committee**

*In accordance with [RPM 2.30 University Boards](#), Section D.2: All ad hoc university boards shall have a term of no longer than one year, and within that year shall be reviewed by the official(s) who established it, to determine whether or not the board's term should be extended. When it has been determined that the task for which the board was created has been completed or otherwise discontinued, the authorizing body or official shall direct the cessation of the board in writing to members of the University Administrative Council and reference to the board will be removed from the Official List of University Boards.*

### **Request for Board Dissolution**

#### **President's Academic Council (PAC)**

**Gena Barela**

**From:** CARLOS LOBATO <CLOBATO@NMSU.EDU>  
**Sent:** Tuesday, February 12, 2019 4:40 PM  
**To:** gbarela@nmsu.edu  
**Subject:** New submission from Request for Establishment of University Board

**CONTACT INFORMATION**

**Name**

CARLOS LOBATO

**Email**

[CLOBATO@NMSU.EDU](mailto:CLOBATO@NMSU.EDU)

**INFORMATION ABOUT THE BOARD**

**Official Name of the Board**

NMSU system IT and Data Security, Privacy and Compliance Committee

**Effective date of establishment**

02/2019

**Authorized by**

Chancellor

**Board Reports To (if applicable)**

Chief Information Officer and Chief of Staff & Office of Strategic Initiatives

**Type of Board**

Standing

**Scope of Impact**

System

**Purpose**

The IT and Data Security, Privacy and Compliance Committee (the Committee) is formally established by the Office of the Chief Information Officer (CIO) to assist in the implementation and maintenance of an institutional data privacy & security compliance program, which is a regulatory requirement. The Committee is formed to assist in the identification, assessment, and resolution of issues regarding institutional data privacy regulatory requirements, to promote proper data safeguards, and aid the NMSU community in managing institutional data security related risks.

Institutions participating in Title IV federal financial aid programs are required to comprehensively protect student financial aid data and personally identifiable information (PII). This program is driven and governed by legal and regulatory requirements included in its Program Participation Agreement (PPA) with the U.S. Department of Education (ED), consisting of the Family Educational Rights and Privacy Act (FERPA), the Gramm-Leach-Bliley Act (GLBA), the Federal Information Security Management Act (FISMA), the Health Insurance Portability and Accountability Act (HIPAA), and other regulations (e.g. the Federal Trade Commission's Safeguards Rule and Privacy Rule). A comprehensive understanding and management of diverse and dynamic regulatory requirements is necessary in order to navigate and meet regulations in a business-aligned and cost-conscious manner.

**Authority**

Committee will advise University official on the NMSU system-wide posture relating to privacy, compliance and security and will assist with:

- Analyzing the current information security and privacy regulated space, identify issues and propose solutions.
- Assisting with analyzing institutional IT and Data Risk Assessments and suggest institutional and strategic priorities, remediation, alternative mitigation and/or acceptance of risk.

Handwritten signature: Carlos Lobato  
 Date: 2-22-19  
 Stamp: APPROVED

- Request stakeholder input, synthesize data, and propose strategic and tactical solutions to the Chief Information Security Officer and Chief Privacy Officer relating to security, compliance, and privacy issues.

**What university function/office is responsible for appointments?**

Office of the Chief Information Officer and Chief Privacy Officer.

**Members are appointed by**

By Position

**Position appointment description**

Membership: The Committee represents the major functions of the NMSU system such as but not limited to: Business, Human Resources, Information and Communication Technologies, Office of Audit Services, Auxiliary Services, Police, Legal, Research, Advancement, Community Colleges, and Faculty.

1. NMSU's IT Compliance Officer and Chief Privacy Officer, Chair
2. Chief Information Security Officer, Co-chair
3. IT Planning Officer
4. Director of Research Computing and PSL
5. Associate Controller and Administration and Finance
6. Registrar
7. Financial Aid Director
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/Housing
12. Police
13. Advancement
14. Community College representatives
15. HR
16. NMDA and representative from Ag Extension Offices
17. Campus Health Center and Albuquerque Center,
18. Athletics Compliance
19. International and Border Programs
20. Environmental Health Safety and Risk Management, Other

**Is membership representative?**

Yes

**Please describe how the membership is representative.**

Membership: The Committee represents the major functions of the NMSU system in order to ensure University-wide compliance, which include the major functions such as but not limited to: Business, Human Resources, Information and Communication Technologies, Office of Audit Services, Auxiliary Services, Police, Legal, Research, Advancement, Community Colleges, and Faculty.

**What are the terms of appointment?**

Ongoing representation. Security, Privacy and Compliance are ongoing activities.

**Are terms staggered?**

No

**Are members subject to reappointment?**

Yes

**Please explain the conditions under which members are subject to reappointment.**

When members leave the University due to retirement and/or other employment. The represented department will be asked to designate a representative.

**What is the process for filling vacant positions?**

The represented department will be asked to designate a representative.

**What is the process for selecting a chair?**

Chair. The Committee chair will be NMSU's IT Compliance Officer and Chief Privacy Officer with the Chief Information Security Officer serving as Co-chair. NMSU's IT Compliance Officer is responsible to ensure compliance with laws & regulations affecting NMSU's IT and Data Security.

## **MEETINGS & ADMINISTRATIVE SUPPORT**

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

Office of the Chief Information Officer.

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

The Committee shall meet at least quarterly, initially once per month, or more frequently as called by the chair, as circumstances may require.