October 23, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY08-15
Distributed via direct Email

To: Dr. George C. Wright    Mr. Algray Pettus
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    Mr. Charles McClelland    Ms. Lora Williams
    Mr. Rod Mireles    Dr. Linda Williams-Willis
    Mr. Charles Muse    Ms. Tressey Wilson

From: Mary Lee Hodge
    Vice President for Business Affairs

Re: Information Security Assessment, Awareness, and Compliance

Prairie View A&M University, as a State University, is required to comply with the Texas Administrative Code (TAC) on “Information Security Standards.” The TAC requires that all departments maintaining information systems must be in compliance with the state standards. To ensure compliance with the TAC, PVAMU will utilize ISAAC (Information Security Awareness Assessment and Compliance), a web-based system, used to assess the security posture of information systems and measure compliance with the Information Security Standards.

To comply with a Texas A&M University System audit finding, PVAMU must complete an information security risk assessment and report its findings before the close of this calendar year. Christa Molloy has been appointed to serve as the lead to implement and manage our first information security risk assessment.

To begin the process, we need to identify the appropriate individuals in each division/college who are responsible for the information technology resources. Information resources are defined as equipment and software that are designed, employed, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information or data. Using the attached form, please identify the appropriate individual(s) to represent your division/college who will be responsible for the completion of information security risk assessment. Assigned individuals are likely to currently serve as system administrators or analysts of your information resources.
Responses should be forwarded via email to Christa Molloy (cmmolloy@pvamu.edu) by the close of business, Wednesday, October 24, 2007.

The identified individuals will be required to attend a mandatory training session on the utilization of ISAAC on Wednesday, October 31, 2007 at 2:00 PM in Room 101 of the Harrington Science Center. Additional information regarding this task and its timelines for completion will be provided at this meeting. It is imperative that the identified individual attend this session as the training will be conducted by an outside resource.

Your support and effort in this task are greatly appreciated as we work to ensure the security of our information systems. Please feel free to contact Christa Molloy at 936/261-9350 or me at 936/261-2150 if you have any questions.

MLH/cmm

xc: Mr. Max Wardrup  
Mr. Luis Pablo-Grijalva