



Campus Access Control Committee Charter

The Western Washington University Campus Access Control Committee is responsible for helping to guide access control decisions at Western.

Convening Authority and Reporting

The Committee is appointed by and reports to the Vice President for Business and Financial Affairs, but may provide recommendations, concerns, or decisions directly to individuals, department heads, deans, or other vice presidents.

Background

The safety and security of the University community, its physical space and assets is a shared responsibility of all members of the University community. To meet this obligation, the University has established an Access Control policy. It is important that University access guidelines and procedures are established, reviewed, and implemented in a comprehensive, consistent, and rational manner by all administrative stakeholders. To that end, the Campus Access Control Committee is chartered to help provide oversight, leadership, and advice on access control matters.

Committee Functions

- Oversight of access control guidelines, procedures, and decisions
 - Designation of Area Control Administrators (ACA)
 - Endorsement of ACA access parameters
 - Recommendation of departmental responsibilities for access control and key management
- Advisor to Public Safety, Facilities Management, and Facilities Development for the following:
 - Campus standards for Access Control and Physical Security considerations
 - Surveillance camera systems
 - Alarms (Burglar, intrusion, panic)
 - Key issuance, key control, card access systems, off-line keyless locks
 - Guidelines and procedures for access – both electronic and keyed
- Resolution of access control disputes

Membership

Director of Facilities Management (Chair)

Director of Public Safety (Vice-Chair)

Vice Provost for Information Technology / CIO

Assistant Dean of Students/Director of Viking Union

Director of Space Administration

Director of University Residences

Risk Manager

Faculty Senate Representative – Nominated by Faculty Senate

Classified Staff Representative – Nominated by PSE/WFSE

Professional Staff Organization (PSO) Representative – Nominated by PSO

Associated Students Representative – Nominated by Associated Students

Terms of Membership

Because most committee members participate by virtue of their positions at Western, terms of membership are the duration of the position. Faculty, Classified Staff, and Professional Staff members serve for three-year terms. Student members are as appointed by the Associated Students Board.

Amendments to the Charter

Charter amendments may be recommended to the Vice President for Business and Financial Affairs by the Committee to keep up-to-date with various conditions including: compliance with current regulations, organizational changes, and technological innovations.