Purpose

The Key Management Plan promotes security for persons, property, and records at NSCC. For purposes of this document, the term “key” refers to hard keys, electronic access, or combinations, at all NSCC facilities or at other locations under the control of NSCC departments.

Essential Elements of the Key Management Plan

1. Policies will be uniformly and consistently applied throughout campus facilities.
2. The plan includes an oversight committee which reviews, monitors, and adjusts policies and procedures as needed.
3. The plan provides written guidelines for all aspects of applying the key management process.
4. The plan recognizes and accepts that there is a tradeoff between increased security and decreased convenience (Less universal access leads to greater security.)
5. Ongoing maintenance of the system must occur in order for it to be effective.
6. The system must be cost effective and sustainable over time.

Oversight

Responsibility and final authority for the Key Management Plan at NSCC rests with the President of the college. The President will consider the advice and recommendations of the Executive Team, the Director of Facilities and Plant Operations, and the Key Management Advisory Group (KMag).

The Director of Facilities and Plant Operations is responsible for the operation of the key management system at NSCC. The Director implements, executes, and enforces the key procedures and oversees system maintenance and prepares a quarterly report on key management operations.

The Key Management Advisory Group (KMag) reviews the operation of the key management system and makes recommendations for changes. It meets regularly once per quarter and at other times as needed. The KMag is composed of, at least:

Chair: Director, Facilities and Plant Operations
Members: Campus Locksmith
          2 Representatives from Student Services (appointed by VP Student Services)
          3 Representatives from Instruction including at least one faculty member (appointed by VP Instruction)
          Manager of Safety and Security
          Director of Information Technology Services
          Facilities Maintenance Supervisor
Key Management Procedures

The Director of Facilities and Plant Operations develops written key management procedures for review and recommendation by the KMAG and College Council. Final approval is by the college President. The procedures will include the following subjects:

1. Technology used for key management throughout the campus.
2. Spaces and equipment included in the key management system.
5. Lock device maintenance, including changes when security has been breached.

Security/Convenience Tradeoff

The greatest security for an individual space exists when access to it is limited. If a limited access key is compromised (loaned out, lost or otherwise irretrievable), correcting that breach is more manageable than that for a widely accessible key.

The convenience of having a single key with wide access to multiple areas will be balanced with the cost of maintaining security should that key become compromised.

Limited Access

To increase security, access to spaces needs to be limited to those having a clearly defined need during the duration of that need, rather than for the duration of an individual’s employment.

Access keys will be issued only to individuals authorized according to the key management procedures. Policies for the surrender of keys will also be outlined.

System Maintenance

The Director of Facilities and Plant Operations has primary responsibility for maintaining the key management system. Maintenance includes:

1. Keeping current records of who has been issued which keys, including irretrievable keys.
2. Providing all necessary locks, hardware, devices, and keys necessary to provide campus access security, and keeping all devices in good working order.
3. Maintaining appropriate levels of security risk. If an irretrievable key represents compromised security for any space, the space will have the key access changed.
4. Establishing a Lock Shop, staffed by a qualified locksmith, including equipment and security for managing the key management system.
5. Conducting a periodic inventory and audits of key issuance.
Cost Effectiveness

Implementation of the Key Management Plan will result in a cost effective system that can be sustained for the long-term at NSCC. This includes the initial cost to implement as well as ongoing costs to administer the system. Adequate resources for maintenance and operation will be allocated to keep satisfactory security levels at NSCC.