



September 23, 2015

**TO:** THE DISTRICT BOARD OF TRUSTEES  
of Valencia College

**FROM:** SANFORD C. SHUGART  
President

**RE:** Scope and Hiring of Valencia College Audit/Compliance Position

Valencia College has employed an Internal Auditor, reporting directly to the District Board of Trustees, for many years. The employees serving in this position over the years have assisted the College in its efforts to operate in compliance with the myriad federal, state and local laws and regulations that apply to our work. In recent years, the compliance function on college and university campuses has become more prominent and has encompassed a greater field of activity than just conducting audits. As the Board considers its options in hiring the position recently vacated by Undria Stalling, the consideration of two options is recommended.

First, the Board may consider reconfiguring the internal audit function to address more fully the compliance obligations by revising the role to a Director of Compliance with a full complement of compliance related duties that include audit functions as well as supporting College leadership with forward-looking, risk mitigation and compliance activities. While the position would maintain the direct reporting relationship with the Board, a new job description would be developed, based on the best practices and experiences of other higher education institutions, to be considered and used in the recruitment process.

Or, the Board may consider maintaining the current approach and structure of using the title of "internal auditor," substantially maintain the existing job description, and begin the recruitment process.

**RECOMMENDED ACTION:**

The President recommends that the District Board of Trustees of Valencia College Consider the two options presented and provide guidance to the College as to the scope and hiring of this position.

  
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President