



April 27, 2016

**TO:** THE DISTRICT BOARD OF TRUSTEES  
OF VALENCIA COLLEGE

**FROM:** SANFORD C. SHUGART  
President

**RE:** DIRECTOR, COMPLIANCE AND AUDIT

At its meeting of September 23, 2015, the District Board of Trustees approved a motion to retitle and redesignate appropriately the Internal Auditor position that was vacated by Ms. Undria Stalling, and to authorize the College to initiate the hiring process. At its meeting of December 9, 2015, the District Board of Trustees approved the new title, the new job description, and a proposed recruitment plan for this position. A Selection Committee was formed, including Bruce Carlson, Trustee; Bill Mallowney, Vice President for Policy and General Counsel; Loren Bender, Vice President, Business Operations and Finance; Paul Rooney, (Committee chair) Assistant Vice President, Operations; Amy Bosley, Vice President, Organizational Development and Human Resources; Falecia Williams, Campus President, West; and Leslie Golden, Associate General Counsel;

The position was posted online from January 14, 2016-February 10, 2016, resulting in 22 applications. The Committee engaged in the online review of the applications and recommended 6 candidates to participate in HireVue online video interviews. Thereafter, 4 candidates were invited to participate in onsite interviews, which occurred on April 8<sup>th</sup>. Following these interviews the Committee agreed to recommend to the Board Ms. Cynthia Santiago for the position.

**RECOMMENDED ACTION:**

The President recommends that the District Board of Trustees of Valencia College approve the recommendation of the Selection Committee to hire Ms. Cynthia Santiago for the position of Director, Compliance and Audit.

A handwritten signature in black ink that reads "Sanford C. Shugart". The signature is written in a cursive style with a large, prominent "S" at the beginning.

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President

CYNTHIA SANTIAGO  
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(407) 870-3957

#### QUALIFICATIONS PROFILE

- Information Technology: Audit controls and processes, SOX testing and reporting, process improvements
- Project Management: facilitated and lead project teams supporting strategic, operational/efficiency objectives
- Internal Auditor: Cash Controls, Credit Card Operations, Lending, PCI, Fraud, Insider Audit
- Financial Analyst: financial reporting, budgets, SOX testing and reviews, data mining, and feasibility analysis
- Proficiency: Microsoft Excel, PowerPoint, SAP, Access, IDEA, ACL, PeopleSoft, Teammate

#### PROFESSIONAL EXPERIENCE

##### DISNEY WORLDWIDE PARTNERS FEDERAL CREDIT UNION - ORLANDO, FL

###### INTERNAL AUDIT MANAGER, 2011 - PRESENT

- Fostered strategic alliances with senior management team and supervisory committee aligning and collaborating on business strategic plan, risk assessment, audit plan, and audit engagements
- Audits conducted included Member Service Center, Insider/Official/Employee Audit, Retail Branches, Credit Card Operations, Cash Controls, Vendor Management, Fraud, PCI DSS and Information Technology
- Managed the third party external auditor engagements from the RFP to the closeout of the engagements
- Performed investigations related to regulatory complaints, whistleblower hotline and employee fraud
- Collaborated with Business Transformation team on projects assisting as advisor and facilitator in information technology projects, including work on scope, project validation reviews and management presentations

##### TUPPERWARE BRANDS CORPORATION - ORLANDO, FL

###### SENIOR AUDITOR, 2010-2011

- Performed financial and information technology audits of international sales offices and plants
- Senior lead auditor developed all financial lead sheets, produced audit program in Teammate audit software, and managed audit throughout the audit planning to audit report disposition
- Performed inventory management audits focused on inventory turnover, cost segregation analysis, revenue recognition, process efficiencies, work in process controls and analysis, and asset disposal controls
- Conducted Sarbanes-Oxley Act (SOX) compliance reviews and corrective action monitoring

##### METALLIZED CARBON CORPORATION - OSSINING, NY

###### CONTROLLER/INFORMATION TECHNOLOGY MANAGER, 2008-2010

- Oversaw the overall accounting operations of a manufacturing company ISO 9001:2008 certified, managed accounting team, prepared financial statements, tax filings, 10K, accounts payable, fixed assets and payroll
- Collaborated with the Operations Director in managing the inventory levels and supply chain management
- Responsible for all Information Technology hardware, software, maintenance and inventory
- Assisted in healthcare and union contract negotiations and management of contract requirements

##### HOULIHAN LAWRENCE REAL ESTATE - BRIARCLIFF MANOR, NY

###### NEW YORK STATE LICENSED REALTOR, 2004-2010

##### CITIGROUP, INC. - NEW YORK, NY & STAMFORD, CT

###### FINANCE CONTROL MANAGER (THE STUDENT LOAN CORPORATION), 2001-2004

- Prepared data mining, pricing analysis and economic reports for Consumer Finance department
- Performed monthly financial reports including budgets, forecasts, plans, and department monthly decks
- Facilitated external and internal financial audit engagements and performed SOX self-assessments

###### SENIOR INTERNAL AUDITOR (AUDIT AND RISK REVIEW), 1999-2001

###### COMPLIANCE CONTROL OFFICER (PERSONAL BANKING FOR OVERSEAS EMPLOYEES), 1998-1999

#### CERTIFICATION / EDUCATION

Internal Audit Practitioner (Passed Parts 1 & 2 of CIA certification) (2015)

*Institute of Internal Auditors*

Master of Business Administration in Finance/Management Information Systems (1993)

Bachelor of Arts in Economics (1991)

*Binghamton University, Binghamton, NY*