

# Julie A. Crea, Ph.D.

Lewiston, ID 83501 | (208) 790-4061 | julieanncrea@gmail.com

## Senior Finance & Administration | Higher Education

Strong supervisory and leadership experience spanning >20 years, including campus-wide budget/financial planning. Proven ability to ensure the alignment of financial resources with overall strategic plan and mission, with a keen eye for prudent fiscal policies, procedures, and internal controls.

### Key Strengths:

- Experience with state politics and oversight of public higher education
- Management of capital replacement and new construction/renovation projects
- Technology innovations and streamlining operations
- Experience in all aspects of financial statement preparation and presentation

### Core Competencies:

Financial Management | Cost Controls | Board Leadership | Relationship Building | Research/Project Management | Business/Administrative Law | Budget/Risk Management | Accounting/GAAP Principles | GASB Standards Implementation | State Politics | Public Higher Education Oversight | Bond Financing | Capital Project Planning/Execution | Revenue Generation | Contract Review/Development | Regulatory Compliance | Campus Facility Master Planning | Performance Management | Business Analytics & Forecasting

## Education

### UNIVERSITY OF IDAHO, Moscow, ID

- **Ph.D. in Political Science**, 2018 | **MPA Degree**, 2008
- Emphasis: Public Administration, Educational Administration, and Policy and Politics
- Dissertation: *Ethical Transformational Leadership In Public Administration*

### LEWIS-CLARK STATE COLLEGE, Lewiston, ID

- **BS Degree in Psychology** (summa cum laude), 2004
- **AAS Degree in Business Management** (Presidential Honors), 1999
- **Post Graduate Coursework in Accounting**

## Professional Experience

### LEWIS-CLARK STATE COLLEGE, Lewiston, ID | 1999 to Present

#### **Vice President for Finance and Administration** | 2020 to Present

Manage a diverse portfolio of eight Administrative Services departments including the Controller's/Finance office, Purchasing, Human Resource Services, Physical Plant (grounds, facilities, and capital projects), KinderCollege/Childcare, Budget and Financial Planning including Grant and Foundation Accounting, Public Safety/Security, and the WarriorWear Apparel/Bookstore while overseeing functions related to risk management and institutional contracts. Supervise and provide leadership to a team of eight direct reports. Manage the institutional budget of \$55.1M in expenses and debt portfolio. Monitor and forecast financial assets to assist with resource allocation and short-term/long-range planning.

#### Scope of Duties:

Financial Management & Analysis | Business Automation | Business Operations/Strategy | Committee Leadership

- Developed a fresh approach for a campus facility master plan and guided a collaborative cross-functional team in formulating a comprehensive 7-year plan, which received approval from the Idaho State Board of Education.

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## Professional Experience Continued

- Initiated the automation of Administrative Services operations, optimizing efficiency and accuracy through technology implementations in areas such as purchasing, human resources, budget management, travel, and ACH payments. Driving the implementation of PowerBI reporting for the financial unit.
- Managed the procurement and bond financing process for a \$5M residence hall.
- Oversaw the budget and construction project for the ~\$27M Schweitzer Career and Technical Education Center and related equipment grants.
- Successfully wrote and secured a four-year U.S. Department of Education grant for the childcare center.
- Administered \$8.2M in federal COVID relief grant funds.
- Crafted a Request for Proposals (RFP) to assess bookstore models and effectively orchestrated the institution's shift from a traditional brick-and-mortar setup to a versatile combination of an online bookstore and an on-campus apparel and gift store.
- Oversight for the annual financial audit. Assist in preparing audit work papers and presenting the annual financial report to the Idaho State Board of Education's audit committee.
- Oversight for and have prepared the institutional quarterly financial statement.
- Work with the Idaho State Board of Education related to budget, setting of tuition and fees, capital projects, financial reporting, annual audit, and risk management.
- Development of the annual capital facilities project request to the Idaho Division of Public Works on behalf of the institution.
- Institutional procurement and non-procurement contracts administrator.
- Institutional public records custodian.
- Serve as a liaison with the City of Lewiston, Idaho Division of Financial Management, Idaho Division of Human Resources, Legislative Services Office, Office of the State Board of Education, State Board of Education's Business Affairs and Audit committees, and the Division of Public Works for capital construction projects.

### Senior Director for Budget and Financial Planning | 2017 to 2020

Oversaw a \$42 million budget, one direct report and two campus departments (childcare and tennis center), with liaison duties for bookstore services; also oversaw Administrative Auxiliary Services and food service from 2017-2019. Monitored and forecasted financial assets to assist with resource allocation and short-term/long-range planning; developed financial models for enrollment/revenue, program/resource projections, cost allocation, tuition, and program break-even points.

#### Scope of Duties:

Financial Reporting | Public/Private Partnerships Inquiry | Business Automation | Departmental Budgets/Templates Business Operations/Strategy | Committee Leadership

- Created a financial enrollment model to project needs and future goals, contributing to a more reliable vision for enrollment targets and campus planning.
- Led the automation of financial reporting tools that greatly reduced processing time.
- Implemented digital dashboards using PowerBI for faster and more user-friendly access to key financial information.
- Served as a liaison with the Idaho Division of Financial Management, Legislative Services Office, Office of the State Board of Education, State Board of Education's Business Affairs committee, and Division of Public Works for fiscal matters and inquiries.

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## Professional Experience Continued

### **Director of Administrative Auxiliary Services | 2015 to 2017**

#### **Events & Campus Card Services/SUB Director | 2005 to 2015**

Launched a new department; created all related departmental and campus policies. Oversight/liaison for four campus departments (childcare and tennis center, with liaison duties for contracted bookstore and food services). Supervised staff of ~15 full-time and part-time employees and managed seven accounts totaling >\$1 million. Served as facility manager for two buildings. Drove year over year revenue gains via promotion of college facilities.

#### Scope of Duties:

Budgeting | Personnel Planning/Scheduling | Employee Training | Building Maintenance/Repair  
Capital Replacement | New Construction/Renovation Project Management | Event Planning

- Created a capital replacement plan for the Student Union Building.
- Served as Project Manager for two door access system expansions. Coordinated the purchase and installation of 193 campus-wide offline/online doors involving specification development, bid/purchasing proposals, electrical/network wiring, and installation scheduling for remodels and new construction of which several of these projects were in conjunction with the ID Division of Public Works.
- Led all phases of construction management for two facilities (Student Union and a conference center) including lower/upper-level Student Union flooring replacement (design, solicitation, and installation), conference center movable walls (ID Division of Public Works and local architects), food service hood venting system, a commercial freezer door replacement, transitioned the SUB and conference center to LED lighting, and other projects.
- Led eight directors in the yearly assessment, planning, and budgeting processes.
- Developed and coordinated a campus employee training and development program, culminating in a high of 731 attendees over a one-year period. Recruited instructors and students; administered the training program website. Taught trainings related to technology and leadership.
- Established a 12-month higher education leadership program. Identified relevant courses, created course objectives, recruited instructors, and facilitated two successful leadership cohorts.
- Served as administrator/technician for four specialized software programs; created and customized desktop and online database programs for various departments campus-wide.

### **Administrative Assistant II/Risk Manager - Administrative Services | 2004 to 2005**

Prepared and submitted reports and agenda items to the Idaho State Board of Education. Updated the LCSC policy and procedures manual. Assisted budget director with financial reporting and tasks.

- Streamlined and strengthened the risk management program; introduced liability waivers, rental contracts, and a safe driver course.
- Developed and created the first campus-wide records retention policy and process; implemented program department by department to meet federal and state compliance goals.

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## Professional Experience Continued

### Early Positions:

- Lewis-Clark State College | **Administrative Assistant/IT Lab & Helpdesk Supervisor** | 2000 to 2004
  - Supervised 15+ student employees for the IT Helpdesk/Lab, web page designer and database developer, administered the student e-mail system, and trained campus employees on software programs.
- Lewis-Clark State College | **Customer Service Representative I - Workforce Training** | 1999 to 2000
- Idaho Department of Labor | **Customer Service Representative I** | 1998 to 1999

## Organizational Leadership & Volunteer Service

### WEST REGION NATIONAL ASSOCIATION OF COLLEGE & AUXILIARY SERVICES (NACAS)

#### **President/Board Member** | 2008 to 2018

- Led strategic planning initiative to create membership incentives and renew focus on individualized contacts and outreach; surpassed the other three regions in membership growth the next year.
- Created reserve and investment policies to strengthen financial stewardship of organizational resources.
- NACAS West Regional Mentor Award 2018; NACAS West Region Rising Star Award 2016

#### **Lewis-Clark Valley Chamber of Commerce Board Member** | 2024 to Present

#### **City of Lewiston's Citizen's Audit Committee Member** | 2022 to Present

### Past Involvement:

- Committee Member, Riverfest of the Lewis-Clark Valley
- Officer, LCSC Professional and Classified Staff Organizations
- Counselor for an offender program and a counseling internship at the Northwest Children's Home

## Scholarly & Other Accomplishments

- Chaired NACAS Communication Services Committee responsible for a national quarterly magazine publication titled "College Services" (2015-2016); member 2013-2016. Solicited, researched, authored/co-authored, and edited articles for the quarterly magazine to further the knowledge of auxiliary service professionals.
- Co-Author "Adolescent Values and Nonviolence: Relationships in the New Millennium"; paper presented at the 112<sup>th</sup> annual meeting of the American Psychological Association, Honolulu, HI, USA, July, 2004.
- Former adjunct instructor for Business Computer Skills (two semesters) and short-term instructor for computer and leadership courses.