

## **JULIE K. DEWEES**

### **EDUCATION**

M.B.A., 1991, Western Illinois University, Macomb, IL

B.B. in Accountancy, 1983, Western Illinois University, Macomb, IL

### **PROFESSIONAL EXPERIENCE**

**Western Illinois University Office of the Vice President for Administrative Services**

**Interim Vice President for Administrative Services, July 2011-March 2012**

**Vice President for Administrative Services, April 2012-present**

The Vice President of Administrative Services reports to the President and serves as the Chief Financial Officer responsible for fiscal planning, policies, and regulations. The position supports the President's Leadership Team in all financial, administrative, human resources, and facilities management and is responsible for the fiscal integrity of the University while providing services that support academics, administration, and students. The Vice President is responsible for leadership and supervision for Administrative Information Management Services, Business Services, Document and Publication Services, Human Resources, Illinois Law Enforcement Training and Standards Board Executive Institute and Media Center, Physical Plant, Public Safety, and Risk Management and Emergency Preparedness.

#### **Accomplishments:**

- Directed the Administrative Services division during a time of transition resulting from numerous retirements and personnel changes within the division.
- Worked with the Provost Office and Internal Auditing to resolve timecard reporting problems involving faculty and staff.
- Worked with the Provost area to develop procedures resulting from tax law changes for Graduate Assistants.
- Provided financial perspective to members of the President's Leadership Team to assist in the implementation of the *Western Commitment Scholarship* program
- With the help of the President's Leadership Team and University legal counsel, developed a new Tailgating policy.
- Served as liaison to the Civil Services Employees Council and Council of Administrative Personnel.

**Western Illinois University Budget Office**  
**Budget Director, April 2005 to June 2011**  
**Interim Budget Director, April 2004 to March 2005**  
**Assistant University Budget Officer, August 1996 to March 2004**  
**Budget Analyst, January 1993 to July 1996**

The Budget Director reports directly to the President and serves as the chief budgetary advisor on policies, procedures, regulations, and statutes of the Western Illinois University Board of Trustees, Illinois Board of Higher Education, and the Illinois State Legislature. The Budget Director participates in short- and long-range fiscal planning and goal setting for the University and directs and oversees the preparation of the University's annual operating and capital budget submissions.

**Major Responsibilities:**

- Directs and oversees the preparation of the University's annual operating and capital budget submission to the Western Illinois Board of Trustees, Illinois Board of Higher Education, Governor's Office of Management and Budget, and the Illinois State Legislature.
- Presents annual operating and capital budget recommendations to the Western Illinois University Board of Trustees and the House and Senate Higher Education Appropriation Committees.
- Develops, implements, and communicates University financial and budgetary policies and procedures and provides interpretation and compliance as necessary.
- Manages complex data collection, analysis, and reporting resulting in University-wide policy and procedure changes.
- Prepares reports for submission to the Illinois Board of Higher Education to meet statutory obligations of the University.
- Participates in the annual VP retreat providing fiscal reports and analyses to support planning of short-term and long-term university goals.
- Provides fiscal analyses and recommendations to address decreases in state appropriated funds support, fluctuating state reimbursements, enrollment declines, and unfunded state mandates.
- Prepares the University's annual internal operating budget for Appropriated Funds, Auxiliary Facilities, Athletics, and University Services. Maintains close working relationships with Vice Presidents, Deans, and Directors communicating the budget plan, making recommendations, and identifying alternatives to be considered to best achieve the University's mission.
- Provides revenue projections and makes recommendations to the President's Leadership Team to establish tuition, fee, and room and board rates for entering students. Presents tuition, fee, and room and board recommendations to WIU's Board of Trustees.
- Coordinates the annual contract roll forward and salary increase process. Establishes policies, procedures, and timelines for the Budget Office, Human Resources, Academic Personnel, Administrative Information Management Systems, and Payroll.

- Works closely with WIU's Government Liaison and House and Senate staffers providing timely and accurate information prior to University testimony before the House and Senate Higher Appropriation committee.

### **Major Accomplishments:**

- Participated in UPI contract negotiations providing salary and contract cost projections. Served on the *UPI Salary Equity Committee*.
- Provided data and analysis and assisted in the development of the process to determine market salaries for bargaining unit faculty and staff.
- Worked with the Director of Institutional Research, developed policies and procedures to implement a market equity study for non-negotiated administrative personnel resulting in salary increases for individuals based on the outcomes of the study.
- Served on the Athletics Task Force committee and Athletics Financial Sub-Committee. Assisted Athletics in the development of an annual budget.
- Worked with the Purchasing Office and Business Office to coordinate a mid-year General Revenue Funds budget reduction.
- Coordinated and prepared submission of the FY2010 Federal Stimulus Funds allocation, working closely with the Business Office, Payroll and Administrative Information Management Systems to ensure compliance with federal requirements on appropriate use and reporting of funds.
- Served on the Provost's Summer School Committee providing enrollment and revenue reports.

### **Western Illinois University Human Resources Office Accounting Clerk/Benefits Counselor, March 1986 to January 1993**

- Coordinated and conducted new employee orientation and informational group meetings for faculty, administrators, and civil service employees regarding university benefit programs.
- Prepared monthly financial reports for insurance carriers and state agencies.
- Served as department local area network coordinator and computer technical advisor for Human Resources staff.

### **Union National Bank 119 N. Randolph Macomb, IL 61455 Bookkeeper/Teller, September 1984 to March 1985 and December 1985 to March 1986**

- Prepared monthly financial statements.
- Opened new accounts.
- Assisted customers with deposits and withdrawals.
- Worked with customers to provide assistance with balancing their accounts.