

Lucretia T. Gibbs, MPAcc
Assistant Vice President for Academic Strategic Budgeting, Planning, and Finance
University of West Georgia
Accounting and Public Finance Instructor

SUMMARY

Highly organized, self-starter, strong budget management, accounting, technical, and interpersonal skills with experience in private and governmental budgeting and accounting including Higher Education.

PROFESSIONAL EXPERIENCE

Assistant Vice President for Academic Strategy Budgeting, Planning and Finance (2023-Present)

Senior leadership role reports to the Provost and Senior Vice President. The Assistant Vice President for Academic Strategic Budget, Planning and Finance is responsible for leading the overall financial planning and ongoing budget management processes for the entire division consisting of around 70% of the entire university's budget. This position works closely with the Provost and Senior Vice President, senior leaders across campus, as well as those within Academic Affairs. The ASTVP provides overall leadership, supervision, and exceptional budgetary management including the evaluation of outcomes in relation to the strategic goals as well as promoting stewardship with university funds. This position develops the annual and long-range budget planning framework, including process and tools, to effectively consolidate, assess and timely provide feedback and recommendations. The ASTVP continuously implements value added budget management processes focusing on streamlining and cost-efficient processes. The ASTVP is responsible for completing timely and accurate financial reporting to all stakeholders, including UWG leadership and the USG to ensure adherence to USG/BOR/UWG internal controls and financial reporting policies and procedures applicable to budgeting. This role includes the ability to implement and provide leadership on the evolution of the budget responsibilities, tracking, to include cross training and streamlining processes. This role directs and oversees the Academic Affairs budget model and financial team to provide a common understanding, operational and financial incentives, and decision support for UWG.

- **Director of Academic Budgeting, Planning and Finance- University of West Georgia (2019- 2023)** Promoted to Director of the Divisional Budgets, Planning and Finance to add additional responsibilities to include more budget authority as well as a higher level of budgetary analysis. The current budget within this division is more than eighty million. Reports directly to the Provost and Senior Vice President as we work closely with other Vice Presidents across campus and Associate Vice Presidents within the division. Currently supervising the Associate Financial Director of eCampus, two staff accounting assistants, as well as managing the Governmental Budgeting and Accounting Intern. The Director position indirectly oversees around thirty budget managers for this division. Other responsibilities added include VP divisional level purchasing cards special approvals, contract review approvals, as well as many cross-divisional financial projects. Strategic academic planning at the University involves many financial trend analyses as well as future budget planning to include credit hours generation, effects on the state's formula funding, and enrollment trends and opportunity costs. The position continues to work closely with Academic Deans, Chairs, Coordinators, and Directors on planning and data analysis, liaison with the Finance Departments, and other areas. Liaison with the Controller's office with implementing internal control infrastructure, as well as responsible for representing Academic Affairs in providing data for audits, legal inquiries, and other areas. This position ensures compliance with internal policies and procedures as well as other agency policies and procedures required by state and federal laws through policy interpretation, development, as well as providing training across Academic Affairs. Recent projects completed include a major reorganization of the divisional budgets, Zero Base Budget building, Segment Cost Accounting Reports, moving more processes online, as well as creating various automatic budget reports in a much more user-friendly format.

- **eCampus Certified Instructor USG eMajor Program (2023-present)**-Public Finance 4204 -A study of the equity and economic effects of government spending programs, taxes and debt (currently part time)
- **Instructor in Accounting for the University of West Georgia (2011-present)** Principals of Accounting I (2101 Financials), Principals of Accounting II (2102 Managerial), and Managerial Accounting 3232-part time
- **Assistant Director of Academic Budget, Planning, and Finance, University of West Georgia (2011-2019) Divisional top budget leader** (*the Director was in the Budget Office-Chief Budget Officer for UWG*) as this position reports to the Chief Academic Officer, the Assistant Director manages the budgeting and planning operations to support Academic Affairs with a budget of more than fifty-three million in various fund codes. This position plays a key role in the strategic academic planning at the University. Responsibilities include budget preparation and forecasting, financial planning and analysis, development of useful management information systems, and supervision of faculty payroll budgeted positions. The position works closely with Deputy Provost, Academic Deans, Chairs, Coordinators, and Directors on planning and data analysis, liaison with the Finance Departments, and other areas. Liaison with the Controller's office with implementing internal control infrastructure, as well as responsible for representing Academic Affairs in providing data for audits, legal inquiries, and other areas. This position ensures compliance with internal policies and procedures as well as other agency policies and procedures required by state and federal laws through policy interpretation, development, as well as providing training across Academic Affairs. The Assistant Director also manages the entire vacant faculty pool averaging around seventy positions as well as managing the eCampus payroll.
- **Administrative Manager, University of West Georgia (2005-2011)**- Divisional top budget role reporting directly to the Provost and Vice Presidents and assists the provost and vice presidents by being in direct contact with the deans of the colleges and directors of units within Academic Affairs on various personnel and budgetary matters, works closely with the vice president in developing, analyzing, and maintaining the budget of over forty seven million for academic affairs (62% of entire Universities' budget) as well as providing oversight for budget personnel within Academic Affairs. Works closely with the Budget Office and the Controller's Office particularly at year end; highly responsible duty of verifying faculty credentials and maintaining documentation relating to faculty; and directly responsible for immigration process for faculty members through various attorney's offices. Maintain knowledge of UWG and Board of Regents policies on faculty, including location of policies in the *Faculty Handbook* and *BOR Policy Manual*. Works closely with and provides oversight for all college/unit staff dealing with personnel, maintain a database for all faculty, keeps track of promotion/tenure dates and renewals for non-tenured faculty, and conducts workshops for departmental personnel on hiring procedures.
- **Senior Administrative Secretary, University of West Georgia (2001-2005)**-assist the Vice President for Academic Affairs, Associate VPAA, Assistant to the VPAA, Divisional Budget Manager, reconcile various accounts, and assist the VPAA in various ways. Responsible for all faculty paperwork and acquiring Board of Regents Approval, enter all faculty into the Banner system, coordinator of the Institutional Review Board process, coordinator of the University Grade Appeals Committee Process, assist students, parents, and faculty members with various needs, back up support to the President's office and the VPUA office, Chair of SACS Accreditation Accommodations Committee, and VPAA files administrator.
- **Co-owner, Gibbs Motor Company, Inc. (1986-2001)**-Managed all aspects of the business, working with customers, various governmental agencies, and insurance company representatives as well as supervising eight employees Responsibilities included all accounting using Dac Easy and Peachtree computer programs, completion of spreadsheets and financial reports in Lotus and Excel, worked through computerized estimating on CCC EZEst and CCC Pathways, completed business reports kept the corporation's books, administered payroll and payroll tax reports, sales tax reports, and all other reports required to successfully conduct business, and was our group administrator of health care benefits for Blue Cross and Blue Shield. State of Alabama Title Agent, and State of Alabama Notary at large

EDUCATION

MPAcc Masters in Professional Accounting, GPA 3.60 University of West Georgia 2011

BBA in Accounting, cum laude, GPA 3.73 University of West Georgia 2009

KNOWLEDGE/SKILLS/ABILITIES

Women in Higher Education Leadership Summit, University of San Diego 2018

Software: Microsoft Office, People Soft, Banner, Management Scientist, Peachtree Accounting, ADP Access 2001 Basics Training CEU .6

Professional Development for Women CEU .6

HONORS

2019 Best of the West, Divisional Values Award, Academic Affairs

2015 Best of the West, Divisional Strategic Values Award, Academic Affairs

2014 Best of the West, Divisional Values Award, Academic Affairs

2011 Federation of Schools of Accountancy Student Achievement Award

Inducted into Beta Gamma Sigma Business Honor Society April 2009

Inducted into the Honor Society of Phi Kappa Phi, March 2008

Inducted into the Richards College of Business Accounting Honor Society, April 2007

Recipient of the West Georgia Society of CPA's Academic Scholarship 2007

2003 Division of Academic Affairs Award of Excellence Employee of the Year Award

2002 English Paper Author Wally Lamb Reward

Richards College of Business Accounting Advisory Board member

McCalman Executive Roundtable Richards College of Business member

Thomson Now Educational Review Advisory Committee, UWG Accounting Dept.

SERVICE

Faculty Senate Budget Committee 2022-

Faculty Advisor for the National Association of Black Accountants-UWG Chapter 2021-

Academic Affairs Fees Committee 2018-

Academic Affairs Budget Managers Committee Chair 2011-

University of West Georgia Contract Committee

University of West Georgia Budget Managers Advisory Committee 2021-

University of West Georgia Director of Student Affairs Budget, Planning, and Finance Committee

University of West Georgia Employment Appeal Committee 2012

University of West Georgia ADP Payroll Consolidation Payroll Team, 2011, 2012

University of West Georgia Asst. Director of Financial Operations Search 2001

University of West Georgia Director of Purchasing Search Committee 2011

University of West Georgia Controller's Advisory Committee 2010--

Board of Regents MFE ADP Conversion Committee 2008, 2009

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University of West Georgia Director of Budgets and Assets Search Committee 2009

University of West Georgia Registrar Search Committee 2008

University of West Georgia Academic Policies and Procedures Committee 2005-2007

Academic Affairs Records Retention Committee 2003-2017

University of West Georgia Controller Search Committee 2007

University of West Georgia Assistant Budget Director Search Committee 2007

Board of Regents Policy Review Committee 2007

Chair of SACS Accreditation Accommodations Committee 2002

