

Colette Pierce Burnette

SUMMARY OF QUALIFICATIONS

- An innovative and strategic thinker and planner
- A consensus builder around future objectives and change
- Builder of sustainable and reciprocal relationships
- Highly motivated self-starter comfortable handling complex projects with several moving parts
- Experienced executive level administration and strategic planning
- Sincerely enjoys exploring innovation and big ideas
- Strong interpersonal skills with the ability to work independently and in a team environment
- A collegial and collaborative leader with a professional presence, energy, enthusiasm, integrity, humility and a sense of humor
- Ability to communicate articulately and effectively verbally and in writing
- Ability to facilitate creative problem solving and conflict resolution
- Accustomed to working with highly sensitive, personal, and discretionary information
- Extremely knowledgeable of judicious budgetary and fiscal planning and oversight

EDUCATION

Ed. D., Graduate School of Education, University of Pennsylvania
Philadelphia, PA, May 2015

Dissertation Topic: A Narrative History of Wilberforce University: A Squandered Treasure
Management Development Program Graduate, Harvard Graduate School of Education
Cambridge, MA, August 2003

M.S. Degree in Administration with Honors, Georgia College
Milledgeville, GA, August 1983

B.S. Degree in Industrial and Systems Engineering, Ohio State University
Columbus, OH August 1980

EMPLOYMENT HISTORY

Huston-Tillotson University, Austin, Texas July 2015 – Present

President & Chief Executive Officer of a private liberal arts institution serving 1000+ students

Serve as Chief Executive Officer reporting to a 24-member Board of Trustees

- Responsible for fund raising and financial management stimulating a more robust culture of philanthropy generated increased contributions, identified and capitalized on alternative revenue streams and effective management of resources
 - Increased endowment by 23% over a 4-year period – vastly improved stewardship of resources
 - Reduced operating expenses by 6% with a 39% increase in revenues
 - Realized \$6.5 million in grant activity for one fiscal year (a substantial year over year increase for continuing and new)
 - Ushered 20% + increase in individual alumni donors
 - Processed collections for unfulfilled pledges aging up to 5 fiscal years
 - Diversified and increased the number of fundraising campaigns (State Senator Kirk Watson Scholarship Campaign, Annual Fund, Giving Tuesday, Amplify Austin, All Steinway Campaign, Annual Scholarship Galas, City of Austin Heritage Campaign)
 - Reengineered Business Office to better facilitate reporting, student accounts, accounts

- payable, cash management, treasury management and monthly closeouts
 - Strengthened Accounts Receivable collection activities
 - Forged seamless working relationship and collaboration for reconciliations and processing between Financial Aid and Business Office
 - Fully instituted an updated grant compensation policy to incentivize more faculty and staff to apply for grants

- Substantially increased the visibility in the city of Austin, established collaborative relationships with businesses, government, and other academic institutions, raising the academic profile of the University locally, regionally, and nationally.
 - Significant increase in collaborations with K-12 partners and local educational affiliates
 - Forged sustainable and reciprocal partnerships with Texas Parks & Wildlife, PayPal, Google, Merck, Tesla, and Apple
 - Increased collaborations with Dell Medical, UT Austin, Austin Community College
 - Reconnected and strengthened partnerships with Greater Austin, Greater Austin Area Black, and Hispanic Chambers of Commerce
 - Celebrated designation of greenest campus with Green is the New Black and becoming the home of Earth Day Austin bringing thousands of participants to the campus giving significant exposure to the University
 - Successfully orchestrated an MOU w/California Community Colleges
 - Launched an African American Male Teachers Initiative fully funded by Apple
 - Successful submission of application for consideration of the entire campus to be recognized on the Historic Register

- Positioned the University to grow and thrive in an emerging higher education environment fully committed to academic excellence.
 - Submitted SACSCOC Fifth-Year Interim report with a satisfactory Quality Enhancement Plan
 - Successful launch of Center for Academic Innovation and Transformation and Center for Entrepreneurship and Innovation
 - Revamped Center of Academic Excellence with Math Lab and Writers' Studio successfully building a stronger bridge with the academic departments, seeing uptick in usage
 - Awarded and enrolled cohorts for \$1Million UNCF Career Pathways Initiative Grant
 - Substantial modifications to library collections replacing an outdated Integrated Library System with a one search discovery system resulting in increased circulation and usage
 - Hosted largest University Preview Day in recorded history
 - Forward momentum realized with Fall to Fall retention rate of first-time freshmen and Spring to Fall retention rate of all students recorded at the highest over the past 15 years
 - Growing International Enrollment (China, Pakistan, Nigeria, Togo, and the Virgin Islands)
 - Adult Degree Program exceeded recruiting goal by 18% (244 vs 207)
 - Fall 2018 largest freshman class in University's recorded history
 - Largest graduating Class of 2021
 - Became an All Steinway School and built an award winning band program
 - Signed MOU with Army Futures Command
 - Implemented joint curriculum design partnerships with Tesla and Merck

- Managing a student-centered administration fully participating in the life of the campus community, and maximizes every opportunity to engage with students, faculty, staff, alumni and parents.
 - Enhanced vibrancy of student life experience
 - Successful roll out of a student leadership development ethos; centered around university core values of IDEAL (Integrity, Diversity, Excellence, Accountability, and Leadership)
 - Inaugural Women's Leadership Conference
 - Increased the number of unique visitors to the Counseling & Consultative Services Center with renewed focus on mental health awareness
 - Intentional leveraging of financial aid resources resulted in a 10% increase in the average scholarship award per student

Central State University, Dayton, OH

July 2013 – April 2014

Chief Executive Officer of the urban satellite location for a public liberal arts institution serving 2500+ students

Interim Director, Central State University ~ Dayton

- Serves as Senior Administrative and Academic Officer responsible for ensuring academic quality at the Dayton location
- Assures compliance with academic policies, procedures, and standards; assures compliance with student code of conduct
- Responsible for management of the Learning Resource Center to achieve information literacy and career development objectives
- Supports and guides all recruitment and retention efforts
- In conjunction with the Provost and Academic Deans establishes enrollment goals and program offerings
- Responsible for launch and management of the Center for Veteran Affairs
- Develops and implements certificate, degree, and continuing education opportunities and offerings
- Assist students in occupational exploration, job search strategies, resume development, interview preparation, and portfolio building
- Collaborate with industry partners and community members
- Promote Central State University professional development courses to industry partners, human resource professionals, and community agencies
- Assist in building partnerships between agencies and Central State University for training opportunities
- Assist in the identification and submission of proposals to support growth of career programming through the Dayton location
- Primarily responsible for providing student and faculty support and advocacy and ensuring student satisfaction with other academic and enrollment management units
- Identify and implement continuous process improvements to enhance student matriculation
- Responsible for encouraging faculty engagement in advising and tracking of student progress
- Serves on University scholarship committee and participates in the ongoing assessment of distribution effectiveness
- Work with departmental faculty chairs to develop retention strategies at the departmental level
- Serves on Provost Council and Dean's Council
- Participate in departmental, college and university activities relative to student learning academic success and retention

Pierce College, Puyallup, WA
Best practice community college with 2500+ students

July 2012 – June 2013

Interim President

- Follow established policies and procedures of the State Board and the District Chancellor. Responsible for relating the affairs of the college to the Chancellor and the State Board of Education.
- Represent the needs of the college at the state and national levels by attending presidents' meetings, serving on special interest committees, and attending regional and national meetings as appropriate
- Responsible for the appointment of all faculty and staff of the institution in prescribed procedures, assign their duties and responsibilities, and ensure periodic evaluation
- Manage the fiscal affairs of the college efficiently and economically
- Interpret the mission of the college to local business, industry, and civic interests. Involve the community in planning programs and services to be offered at the college
- Promote the maximum utilization of the college's facilities and resources to the benefit of the community
- Promote the articulation of the college's programs with secondary and other postsecondary institutions
- Secure and manage governmental and other outside funding for the college projects
- Provide leadership for maintaining superior and quality educational offerings for basic education, professional/technical, and degree seeking tracks
- Create an atmosphere conducive to high student, faculty, and staff, morale

Central State University, Wilberforce, OH

February 1999 – June 2012

Held positions of increasing responsibility for a growing public liberal arts institution of 2500+ students

Vice President of Administration & CFO, Administration & Finance

- Serve as senior administrator reporting directly to the President serving as a member of his Cabinet
- Manages an enterprise of 100+ staff (salaried and union) and a \$43M budget with steady growth in year end cash reserves
- Track record of implementing long-range growth sustainability strategies resulting in close to a 300% growth in enrollment
- Responsible for managing day to day budgeting and planning; financial reporting; bursars office; accounts payable; payroll; purchasing; developing and administering internal financial policies and procedures; managing physical plant operations; human resources, labor relations; campus radio station; bookstore; logistics; coordinating capital construction operations; managing banking relations; community development corporation
- Staffed the Finance and Audit Committees of the Board of Trustees
- Served as principal liaison for the University on most fiscal and non-academic administrative matters to The University System of Ohio, state government agencies, the Central State University Board of Trustees, Foundation Board of Trustees, and other constituents
- Responsible for compliancy with all federal, state and local statues and mandates relative to Equal Employment Opportunity and Affirmative Action Requirements, University's insurance programs, structure and risk management programs
- Consistently demonstrates ability to manage and lead in a complex, fiscally challenging and rapidly changing environment resulting in substantially improved fiscal stability
- Led the development of a Five-Year Strategic Plan, Disaster Recovery Plan, Cost Savings

Strategies Initiative, Energy Plan, and Campus Climate Program

- Worked across functional departments within the University to implement and maintain quality control and increased efficiency programs resulting in an institutional budgetary savings of approximately \$300,000
- Worked in partnership with faculty, trustees, staff, students and external partners in a collaborative and collegial way to improve across silo communications

Vice President for Information Technology and Services & CIO

- Successfully led the University's Y2K project
- Managed full implementation and installation of Banner as the Enterprise Management Information System
- Responsible for planning, managing, and implementing the University's information technologies, technical infrastructure, and administrative information systems
- Managed the University's data networks, Internet access, telecommunications, intranet, help desk, hardware and software standards and support with an administrative support staff, developers, and technicians (\$1.7M Operating Budget)
- Responsible for the implementation of the University Wide technology Committee's strategic plan, information systems related master planning, and information technology budget
- Directed strategic planning initiatives for information technology management which clearly articulated a vision and priorities for information management
- Directed the development, implementation and maintenance of a coherent IT infrastructure of architecture, policies, standards, and processes that ensure optimum utilization of technology, using industry standards and best practices
- Managed firewall administration, network administration, administrative systems, and system acquisitions. Promoted an organizational climate conducive to the effective application of information technology

Executive Assistant to the President

- Responsible for day-to-day management of President's direct reports (Director of Title III, Executive Directors of 501c3 incorporations, Enrollment Management and Student Affairs Administrators, Athletics Director, and President's office staff.
- Developed and managed the budgets under control of the President's Office
- Facilitated the efficient utilization of the President's time through development and coordination of a complex calendar of appointments, meetings, social engagements, and University and community functions with individuals and groups
- Promoted a positive image of the University by greeting and receiving visitors to the President's office, responding to inquiries from diverse University publics (e.g., students, parents, faculty, staff, legislators, alumni, the media, and public and private officials), provided authoritative information regarding University policies or decisions, referred inquiries or problems to the appropriate office or person, resolving problems, and following up to determine the inquirer's satisfaction with the response
- Serves as a liaison between the President and other University administrators, members of the Board of Trustees, public and private officials, various boards, faculty, staff, students, and the various publics served and represented the President's Office on select University and civic committees
- Assisted the President in oversight functions by reviewing, monitoring, and approving University personnel action forms and reviewing correspondence and documents prepared by other offices for the president's signature and prepared correspondence for distribution or approval and signature, checking all incoming and outgoing documents for completeness and accuracy
- Served as event coordinator for various functions of the President's Office including the

Commencement, Holiday Open House, Honors Day, Founders Day Convocation, Director's Brown Bag Luncheon, New Faculty Breakfast, Homecoming Activities

- Served as liaison between the President and his Cabinet assisted in developing and distributing weekly agenda to senior level administrators and their staff; Facilitated the success of events hosted by the President's office by scheduling events with appropriate offices and agencies, advising/contacting participants or invited guests, preparing agendas and programs, using independent judgment regarding event alternatives, modifications, or last-minute changes, and coordinating or providing support during the events
- Facilitated the protocol work of the Office of the President
- Provided information for reports and records through research, data retrieval, compiling and/or tabulating statistics, and organizing and presenting the information in useable and understandable formats
- Contributed to the overall success of the University by performing other essential duties and

Associate Vice President for Information Technology & Services/ CIO
Director, Information Technology & Services

Pierce College, Lakewood, WA
Dean of Institutional Technology

June 1997 – January 1999

- Under the direct supervision of the President responsible for all voice and data communications for a best practice community college of more than 20,000 full time equivalents
- Responsible for Institutional Technology budget and Student Technology Fee budgets
- Daily coordination with Executive Deans for planning, policy development, and operations of District-wide system access (network, email, database management systems)
- Project Manager for all District related Y2K activities - project planning, outreach, awareness, risk assessment, contingency plan, and resource lobbying
- Other administrative duties included serving as the College's Affirmative Action Officer and the Foundation Board's college spokesperson

Washington State Department of Transportation, Olympia, WA
Manager, Consulting and Project Management Services

March 1996 – January 1997

- Highest responsibility for the oversight and implementation of the State's Department of Transportation information technology projects
- Planned, organized, managed and monitored all information technology projects including new applications development projects and significant infrastructure changes
- Implementation of these projects were major systems endeavors, carrying significant impact to the department state-wide
- Managed business consultants and senior project managers whom evaluated and identified business needs for information technology including workflow analysis, business process re-engineering and cost benefit analysis
- Managed project charters, budget plans, resource requirements, risk assessments, and contract negotiations
- Directly responsible for an annual budget of \$2.4M and had financial influence/impact on \$4.7M in expenditures
- Managed staff of twelve state employees and twenty contractors
- Developed and maintained a climate of excellence, and quality

Employment History (August 1980 – 1996)

CompuMent, Washington, DC / Colorado Springs, CO

Owner / Computer Consultant and Trainer

Neighborhood Reinvestment Corporation, Washington, DC

Assistant Director of Information Systems

The Washington Post, Washington, DC

Computer Analyst

Proctor and Gamble, Cincinnati, OH

Operations Support Engineer

CAMPUS & COMMUNITY WORK HISTORY

- Chair, Leadership Austin
- Co-Chair, Mayor of Austin's Task Force on Institutional Racism and Systemic Inequities
- Vice-Chair, Austin Transit Partnership Board
- Chair, National Association of Schools and Colleges of the United Methodist Church
- Chair, Texas United Methodist Church Colleges Association
- Treasurer, Independent Colleges and Universities of Texas
- Board of Directors (Member President), United Negro College Fund
- Board of Directors, Austin Community Foundation
- Board of Directors, Council for Higher Education Administration
- Board Member, Waterloo Greenway
- Board Member, Education Equals Economics Alliance
- Board Member, Girl Scouts of Central Texas
- Steering Committee Member, Early Matters Greater Austin – United Way
- Advisory Board, Big Brothers / Big Sisters of Central Texas
- Board Member, Austin Area Urban League
- Board Member, Greater Austin African American Chamber of Commerce
- Board Member, Austin Area Chamber of Commerce
- Board Member, Zilker Botanical Garden
- Board Member, Austin Earth Day
- Advisor, St. Edwards University Higher Education Doctoral Program
- Member, Austin Area Research Organization
- Advisory Council, Urban Roots
- Member, Steering Committee Higher Learning Commission Reaccreditation
- Director, Xenia Area Chamber of Commerce Board of Directors
- Member, Xenia Comprehensive Steering Committee
- Member, Beavercreek Community Visioning Steering Committee
- Life Member, The Ohio State University Alumni Association
- Member, Wright Patterson 2020 Taskforce Committee
- Advisor to Miss Central State University
- Chair, University Policy Review Group
- Chair, Central State University – Campus Climate Committee
- Chair, Central State University – Enrollment Management Taskforce Committee
- Chair, Banner Users Group
- Chair and Member of Multiple Mid to Senior Level Administrator Search Committees
- Chair, Campus Space Utilization Committee
- Member, Central State University – Master Planning Phase I & II Steering Committee
- Member, Central State University – Higher Learning Commission Reaccreditation Steering Committee
- Member of Central State University – North Central Association of Teachers Education Accreditation Steering Committee
- Member, National Association for Schools of Music Accreditation Committee
- Member, Central State University – Strategic Planning Steering Committee
- Member, The African American Male Leadership Institute Steering Committee
- Member, Central State University – Strategic Academic & Enrollment Management (SAEM) Steering Committee
- Member, Revenue Subgroup Committee
- University Representative, Interlink Alliance
- Member and Officer, Delta Sigma Theta Sorority, Incorporated
- Member and Facets Co-Chair, Links, Incorporated
- Texnikoi (Service Engineering Fraternity)

- National Society of Black Engineers
- President, Military Officer's Wives Club
- Vice President and President, Parent Teacher's Association
- Member, Ohio State University College of Engineering Advisory Committee
- Member, National Council of Negro Women

TEACHING EXPERIENCE

University of Texas, Austin, TX

- College of Education Executive Doctoral Program, Professor of Practice Educational Leadership and Policy

Central State University, Wilberforce, OH

- First Year Seminar – FYS 1101-02, Adjunct Instructor
- Instructional Technology for Educators

Pierce College, Lakewood, WA

- Information Technology, Associate Professor (Tenure Track)
- Business Systems, Instructor

Montgomery College, Takoma Park, MD

- Information Technology, Associate Professor (Tenure Track)
- Business Systems, Associate Professor

University of Colorado, Colorado Springs, CO

- Business Administration, Instructor / Visiting Faculty

SELECT HONORS and AWARDS

- Alumnus of the Year (Ohio State University's College of Engineering)
- Rammy Award as Administrator of the Year (Huston-Tillotson University Student Government Association)
- Community Hero (Austin Anti-Defamation League)
- Calling on our Better Angels Hope Award (iACT)
- Women's Hall of Fame Inductee (City of Austin)
- Champion of Diversity Award (Mosaic – Young Black Entrepreneurs)
- Core Values Award (First Tee)
- Visionary of the Year (Urban Land Institute)
- Excellence in Education (Austin Black Business Journal)
- Austin Fabulous Five (Seedling Foundation)
- Top 25 Female Administrators (Diverse Issues in Higher Education)
- 'She a Pro' (Black Austin Collective)
- Administrator of the Year (Pierce College Student Government Association)
- Chief Fiscal Officer of the Year (Thurgood Marshall Foundation)
- Chief Fiscal Officer of the Year (Dayton Business Journal)
- Glass Ceiling Award (National Diversity Council)
- Ohio State University Outstanding Engineering Alumnus Award Recipient
- Graduate Fellowship Consortium Recipient
- US Army Civilian Distinguished Volunteer Service Medal Recipient
- Department of Defense Dependent Schools founder of the 'Bridging the Gap' program
- Chief Information Officer of the Year (Thurgood Marshall Foundation)