

# Colette Pierce Burnette

## **SUMMARY OF QUALIFICATIONS**

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- Highly motivated self-starter comfortable handling complex projects
- Experienced executive level administration and strategic planning
- Sincerely enjoys developing and maintaining excellent working relationships
- Strong interpersonal skills with the ability to work independently and in a team environment
- 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
- Commitment to shared governance

## **EDUCATION**

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Ed.D. Candidate, Graduate School of Education, University of Pennsylvania, Philadelphia, PA,  
Graduation May 2015 (Dissertation Topic: A Narrative History of Wilberforce University)

Management Development Program Graduate, Harvard Graduate School of Education, Cambridge, MA,  
August 2003

Master of Science Degree in Administration with Honors, Georgia College, Milledgeville, GA, August  
1983

Bachelor of Science Degree in Industrial and Systems Engineering, Ohio State University, Columbus, OH  
August 1980

## **EMPLOYMENT HISTORY**

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**Central State University**, Dayton, OH

July 2013 – April 2014

*Chief Executive Officer of the urban satellite location for a public liberal arts university 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
- Provide assistance to 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**

July 2012 – June 2013

*Best practice community college with 2500+ students*

*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 university 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

- Staff the Finance and Audit Committees of the Board of Trustees
- Serves 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
- Works 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**

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- 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
- 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
- Member, Black Data Processing Association

## **TEACHING EXPERIENCE**

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### **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

## **HONORS**

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- 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)