***Kay M. Burniston*  kburniston1@gmail.com**

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# EDUCATION

University of Central Florida, Public Administration, M.P.A. Western Michigan University, Sociology/Psychology, B.A.

# Executive Leadership Training

I.E.M. Harvard University, Institute of Educational Management

Fellowship received for intensive leadership training program

# EXPERIENCE

**Executive Director - Daytona State College Foundation (current)**

Oversee the fund raising initiative and distribute approximately 1M in scholarships, annually. Work with donors on identifying gift areas and funding criteria. Identify needs of college programs. Manage a Foundation board, and the Alumni Association. Member of president’s senior executive staff.

## Vice President- Baccalaureate Programs, Academic Effectiveness and University Partnerships St. Petersburg College (2009- 2012)

Provide leadership and direction in all baccalaureate program creation, development, funding and implementation. Assisted in the transformation of a community college to the pilot state college in Florida, currently over 6000 students. Direct activities of the University Partnership Center which hosts 16 colleges and universities offering over 100 degrees. Oversight for academic and institutional effectiveness and compliance with regional accreditation. Member of the president’s executive team.

## Associate Vice President for Baccalaureate Programs St. Petersburg College (2002 -2009)

Responsible for four-year accreditation process, accountability standards, effectiveness indicators, marketing, resource development for baccalaureate programs. Assisted in the development of the University Partnership agreements.

## Dean, College Advancement (1998-2001) Assistant to the President for Planning and Research Mercer County Community College

Provided institutional leadership for college advancement. Served as executive director of educational foundation. Responsible for the planning and assessment process. Assisted president in special projects.

* Led the grant activity resulting in $3 million per year. During 2000-01 received $2.0 million from US Dept. of Labor for community technology training.
* Provided leadership for the Foundation that generated over $400,000 per year for scholarship, special educational and training projects. Initiated $2 million capital campaign for new technology facility.
* Managed institutional research project on converting to new database
* Managed public relations and marketing

## Vice President for Planning, Research and Development (1990-1998) Daytona Beach Community College

Served as chief institutional planning officer. Responsible for five-year strategic plan, annual plans, institutional effectiveness indicators, performance funding and overall assessment. Oversight of institutional research, information services, resource development including the DBCC educational foundation, alumni affairs, public relations and marketing

* Institutional research –provided executive management information, monitored student outcome studies, track institutional effectiveness and accountability measures.
* Resource development generated over three million dollars in federal/state grants each year. Extensive and successful grants/resource development experience in areas related to Title III, Trio Programs, National Science Foundation and FIPSE, Department of Labor
* The foundation raised $300,000 per year. Assets have increased from $3,531,301 to $9,474,747 in four year period. Initiated major community fundraisers and endowments including allied health for minorities. Received $600,000 with $400,000 match for building. Assisted in establishment of college’s public television station
* Public relations and marketing provide enrollment activities, publications, advertising and special events. Served as chair of Enrollment Management Committee.
* Completed a $6.2 million project resulting in the migration of administrative and academic computing applications to open systems. Major project components included a new blown fiber optic network backbone: wiring of 37 buildings for data, voice and video; installation of WANs and LANs;

## Assistant Vice President for Development (1988-1990) Daytona Beach Community College

Provided leadership for managing federal, state, corporate and private foundation grant programs, annual and deferred giving, alumni affairs, and the DBCC Foundation. Responsible for all fund raising activities at the institution, special events, alumni newsletter, Foundation’s annual report, community activities.