

## **Kevin E. Burnett**

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### **CAREER PATH**

Senior executive, management or administrative position in an academic medical center, college or university that will allow me to utilize my accounting, budgeting, financial forecasting, management and analytical skills and qualities while contributing to the overall mission and financial success of the institution.

### **EMPLOYMENT**

**Associate Dean for Management** April, 2018 to present  
December, 2016 – September, 2017  
**University of Texas Health Sciences Center**  
**Cizik School of Nursing**  
*Houston, TX*

- Serve as chief business and administrative officer for the Cizik School of Nursing, overseeing all business, financial, accounting, payroll, procurement, public relations and communications, clinical practice and facility operations.
- Served as the Dean's Chief of Staff, representing the School at various development and fundraising activities, including serving as co-treasurer for external philanthropic group which providing gifts totaling over \$400,000 annually.
- Total faculty FTEs = 120; total employee FTEs = 250.
- Budget responsibility = \$35.0 million.
- Provided administrative and financial oversight during a period of record growth in student enrollment and a major reorganization in the academic organizational structure of the school.
- Developed, presented and successfully defended before the Student Fees Advisory Committee and the UT System Board of Trustees, a proposal to increase tuition and fees for the School over a 5 year period that generated \$2.5 million in additional revenues.
- Achieved a 36% reduction in the operational deficit for the UTHealth Services Clinic in one year by optimizing revenue cycle operations and strategic expenditure reductions or reallocations.
- Reviewed and analyzed all School accounts, funding sources, and internal and external contracts for outstanding revenue opportunities which ultimately led to \$1.25 million increase in the School's operational reserves.
- Developed new business practices, policies and procedures for faculty hiring practices, determining faculty compensation, documentation and record retention, and faculty contract execution, all in response to internal audit findings incurred by the previous administration.
- Successfully negotiated and developed several new faculty clinical practice agreements with health care institutions in and around Houston, Texas.
- Developed and submitted successful hiring waiver applications for several full and part-time faculty positions during the Texas Governor's state employee hiring freeze of fiscal year 2017.

**Administrator** October, 2017 – April, 2018  
**University of Texas Medical Branch**  
**Office of the Provost**  
*Galveston, TX*

- Served as chief business and administrative officer for the Schools of

Health Professions and Nursing, overseeing all business, financial, accounting, payroll, procurement, grants management, clinical practice and facility operations.

- Position created as a consolidation of two individual school administrators with focus on developing one administrative service group to support both schools. Realized cost savings to date: \$90,000
- Current faculty FTEs = 160; total employees FTEs = 300.
- Budget responsibility = \$50.0 million.
- Provide oversight to the appointment, promotion, and tenure process for each school ensuring adherence to all institutional and system policies and procedures.
- Develop short and long-term strategic plans for each school that aligns school's goals with institutional goals and contribute towards market growth, revenue enhancement, cost containment, maximizing educational plans and research productivity.

**Administrative Director**  
**Southern Illinois University**  
**School of Medicine**  
**The Neurosciences Institute at SIU**  
*Springfield, IL*

May, 2015 – November, 2016

- Serve as chief business officer for the Departments of Neurology, Psychiatry and Neurosurgery, overseeing all business and financial operations while merging the three separate organizations under the umbrella of an institute.
- Faculty = 30; total employees = 150
- Budget responsibility = \$25.0 million.
- Assisted in the securing of institute status with the Board of Trustees at the Southern Illinois University and subsequently with the Illinois Board of Higher Education.
- Developed and submitted all required financial, operational, quality, etc. reports as required by institutes within the State of Illinois.
- Participated in the planning, design and development for renovation of campus building (50,000 sq ft) which will ultimately house the Institute.
- Partnered with affiliated hospital to provide organizational support and funding for the Institute, funding for faculty recruitment and development, funding for research projects and other infrastructure support.
- Provided oversight for all patient care services, accounting, finance, IT, facilities, clerical support, and research support staff.
- Developed and prepared financial dashboards and business plans, strategic plans and other operational reports for presentation to Institute Steering Committee and University Oversight Committees.
- Administrative representative of the University Practice Plan Finance Committee.

**Assistant to the Chairman**  
**Southern Illinois University**  
**School of Medicine**  
**Department of Surgery**  
*Springfield, IL*

June, 2014 - April, 2015

- Chief departmental administrator for a medical department with 350 employees, 70 faculty, 40 residents, fellows and other students.
- Budget responsibility = \$60.0 million.
- Responsible for the development and oversight of the departmental budget with fund sources from state appropriations, hospital

contracts, clinical practice revenues, research grants and contracts, gifts and endowments and other contractual relationships.

- Advised the department chairman on university policies and procedures and on the general financial operation of the department.
- Oversaw the accounting, patient billing, information systems, and clerical support staff.
- Assisted in the recruitment of faculty, staff and other healthcare providers.
- Developed and negotiate numerous internal and external contracts and agreements.
- Obtained Lean Six Sigma White Belt Status
- Developed and maintain the department's strategic and financial plans.
- Developed strategic / business plans and proposals for new clinical service lines, programs and revenue opportunities.
- Negotiated funding agreements with affiliated hospital partners to support department recruitment plans, new service programs or infrastructure support.

**Assistant to the Chairman**  
**Southern Illinois University**  
**School of Medicine**  
**Department of Psychiatry**  
*Springfield, IL*

July, 2012 - May, 2014

- Chief department administrator for a medical department with 60 employees, 15 faculty, 28 residents, fellows and other students.
- Budget responsibility = \$15.0 million.
- Responsible for the development and oversight of the departmental budget with funding sources from state appropriations, hospital contracts, clinical practice revenues, research grants and contracts, gifts and endowments and other contractual relationships.
- Advised the department chairman on university policies and procedures and on the general financial operation of the department.
- Oversaw the accounting, patient billing, information systems, and clerical support staff.
- Assisted in the recruitment of faculty, staff and other healthcare providers.
- Developed and negotiate numerous internal and external contracts.
- Developed and maintain the department's strategic and financial plans.

**Internal Auditor / Debt Service Manager /**  
**Budget Director / Grants Financial Officer**  
**Harris-Stowe State University**  
*St. Louis, MO*

May, 2007 - July, 2012

- Internal auditor for a State of Missouri-affiliated undergraduate institution granting degrees in 17 disciplines. Provide review and oversight for all University accounting operations.
- Prepared all financial statements for presentation to President, Board of Trustees, external auditors and governing bodies of the State of Missouri.
- Responsible for reconciliation and adherence to covenants of current bond and loan debt service obligations totaling \$35 million.
- Prepared and managed annual University budget of \$25 million including areas of tuition, grants, financial aid, housing, debt service, faculty and staff wages, and new construction.

August, 2006 - April, 2007

**Administrator**  
**Baylor College of Medicine**  
**Lester and Sue Smith Breast Center**  
*Houston, TX*

- Business, administrative and financial direction for a medical school department with 20 faculty and 150 employees, post-docs and students.
- Managed a total annual budget of \$15 million with revenues from clinical practice, external grants and contracts, clinical service lines, service contracts with private and public health hospitals at the Texas Medical Center.
- Successfully led a transition of the Breast Center from Methodist Hospital to the Baylor Clinic in February of 2007 which will result in new revenues streams of up to \$6 million annually in patient fees.
- Successfully developed a balanced annual budget despite the loss of over \$2 million in revenues in FY 2006-2007.
- Managed an external grant portfolio of \$10 million including program project grants, training grants, RO1s, one SPORE center of excellence grant and several pharmaceutical contracts.

**Comptroller / Grants Financial Officer** January, 2003 – August, 2006  
**Harris – Stowe State University**  
*St. Louis, MO*

- Managed and directed all accounting operations for a State University with a total annual budget of approximately \$20 million, including tuition, financial aid, external grants and contracts, gifts and endowments.
- Prepare monthly financial reports plus all year-end financial statements for presentation to President, Board of Trustees, external auditors and governing bodies of the State of Missouri.
- Financial management of an external grant portfolio of approximately \$8 million in funding from the Department of Ed, HUD, DHHS and several local and state agencies.

**Business Manager** April, 1999 – July, 2002  
**Washington University School of Medicine**  
**Department of Biochemistry and Biophysics**  
*St. Louis, MO*

- Business, administrative and financial direction for a medical school department with 18 faculty and 150 employees, post-docs and students.
- Manage a total annual budget of \$10-12 million with revenues from external grants and contracts, patent distributions and pharmaceutical contracts.
- Managed an external grant portfolio of \$8 to \$10 million including program project grants, training grants, RO1s, and several pharmaceutical contracts.
- Instituted a cost cutting program that saved the Department \$50k the first year with additional initiatives in place to recognize future savings.

- Implemented a lab supply and chemical stock room recharge facility that generated over \$500k in sales the first year.

**Business Manager**

July, 1986 – April, 1999

**Washington University School of Medicine**

**Department of Psychiatry**

*St. Louis, MO*

- Business, administrative and financial direction for a medical school department with 75 faculty and 350 employees, post-docs, residents and students.
- Managed a total annual budget of \$40 million with revenues from clinical practice, external grants and contracts, clinical service lines, service contracts with the Barnes, Jewish and Children's Hospitals.
- Manage an external funding budget of \$30 million with revenues from grants and contracts, including three training grants, two center grants, one program project grant, RO1s, K-awards, and several pharmaceutical contracts.
- Negotiated contracts with two State Hospitals to provide resident care using 30 house staff members of the Department.
- Co-Director of a joint hospital – university developed managed mental health provider group with 200,000 covered lives.

**EDUCATION**

**B.S.B.A in Business Administration**

*Fontbonne University, St. Louis, MO*

**A.A.S in Accounting**

*State Fair Community College, Sedalia, MO*

**AFFILIATIONS**

American Association of College of Nursing - Business Officers of Nursing Schools (AACN - BONUS)

Medical Group Managers Association (MGMA)

National Council of University Research Administrators (NCURA)

National Assoc of College and University Business Officers (NACUBO) – Past Member

Society of Research Administrators (SRA) – Past Member

Association of Cancer Executives (ACE) - Past Member

Administrators in Academic Psychiatry (AAP) – Past Member and Research Editor