

March 29, 2024

Kansas State University
918 N. Martin Luther King Jr. Dr., Ste. 304
Manhattan, Kansas 66506

Dear Search Committee Members:

My professional background in student union management is diverse with a solid portfolio of leadership, supervision, fiscal responsibility, operations, and successful collaborations. They have led me to value a developmental approach to operations and staff growth, one that complements a student's overall experience. I believe my experiences in higher education and at large public institutions make me a strong candidate for the position of Executive Director at Kansas State University.

In my current position, I provide direct guidance and general oversight for the daily operations and services of five unique student centers throughout the greater Phoenix metropolitan area. This has given me both experience and a greater insight into the importance of providing high quality and accessible services as well as creating spaces that meet the needs of the campus community.

I have led a variety of teams with clearly defined expectations and a genuine desire to see them succeed in meeting goals. I have also initiated and managed a variety of projects and goals that serve to improve team stability, build efficiency; and improve the overall guest and student experience. This includes the implementation of a new web-based lost and found platform, employee orientation programs, assessment practices, strategic team planning and the creation of new policies, all aimed at improving experiences and building usage. Contributing to my success as a Director, has been the development of collaborative relationships with campus partners and the general public.

I possess excellent communication, presentation and interpersonal skills as well as a high level of organization and attention to detail. The combination of my training and experiences would make me a valuable contributor to Kansas State University. Thank you in advance for your time and consideration.

Sincerely,

Yakima Melton

Yakima R. Melton
Enclosure

Yakima R. Melton

Phoenix, AZ * yakimarenee@yahoo.com * 716-796-5177

SUMMARY OF QUALIFICATIONS

- Fifteen (15) years of operational experience, managing Student Union facilities, ranging from 17,000 to 250,000 square feet in diverse settings including large, urban commuter and residential campuses.
 - Oversee facility operations, maintenance, budgeting and events.
 - Analyze facility operations and services, providing strategic planning and direction to meet campus needs.
 - Hire and supervise undergraduate, graduate, clerical and professional staff.
 - Design and execute employee recruitment, trainings, retreats and evaluations of staff size ranging from 15-70.
- Experience in formulating strategic vision and plans for programs, activities and services.
- Lead manager for three (3) renovation/construction projects, totaling \$2.9 million with the intent to increase building traffic, revenue, diverse services, and overall student satisfaction.
- Over ten years of experience in the development, implementation and enforcement of policy and procedures, ensuring compliance with all Federal, State and University-wide codes and regulations.
- Strong comprehension of student development theory and adult learning
- Ability to work effectively with diverse constituent groups establishing and maintaining key collaborative relationships.
- Demonstrated commitment to principles and values of diversity, equity, inclusion and belonging.
- Provision of exemplary customer service delivery standards, with a focus on the overall experience for all campus users.

PROFESSIONAL WORK EXPERIENCE

Director, Student Unions and Centers 8/2022 – present
Arizona State University, Tempe, AZ

Student Center Director, Busch and Livingston Student Centers 1/2019 – 8/2022

Student Center Assistant Director, Livingston Student Center 9/2014 – 12/2018
Rutgers University – New Brunswick, Student Centers and Activities, Piscataway, NJ

Strategic Planning and Management

- Direct and oversee all administrative operations of assigned facilities including the following: facilities, student services, human resources, inventory, A/V technical services, maintenance, custodial, budgeting, building tenants, construction and event management.
- Formulate and implement strategic direction and vision for assigned student centers, supporting programs and services.
- Oversee marketing plans and promotion of services within the facilities, working with key campus partners.
- Develop assessment tools and plans for long-range space allocations, facility and technology upgrades and refurbishing.

Leadership and Management

- Collaborate regularly and maintain productive working relationships with individuals, students and other university departments including Institutional Planning & Operations, Public Safety, Dining, and Residence Life.
- Responsible for overall management of the Student Center staffing; current direct and indirect supervision of 7 professional and 130+ undergraduate student staff.
- Serve as a member of the department and student affairs leadership team, providing support and consultation.
- Serve as point of contact for campus emergencies including protest, facility response and inclement weather scenarios.
- Provide leadership to ensure reservation fulfillment and quality execution of more than 10,000 bookings annually.
- Participates in department, division and University committees, task forces, or special assignments.

Business and Facility Operations

- Ensure all leased or occupied spaces are maintained as safe and clean environments, consulting with relevant University and municipal authorities to maintain compliance.
- Ensures adherence to university and departmental financial procedures for payroll, purchases, and money handling; responsible for overseeing assigned departmental and payroll budget.
- Meet regularly with the Executive Director, providing updates and recommendations on facility operations and finances.
- Ensured the safe and efficient operation of five contracted food vendors, serving more than 800,000 guests annually; currently work closely with contract exclusive food service provider.

Assistant Manager, Brower Student Center

7/2009 – 9/2014

The College of New Jersey, Office of the Dean of Students, Ewing, NJ

Building Services Coordinator, Campbell Student Union

12/2008 - 6/2009

Reservations and Events Manager, Campbell Student Union

7/2006 - 7/2008

Buffalo State College, Student Life Office, Buffalo, NY

ORGANIZATION SERVICE

Departmental and Campus Committees

Arizona State University

- Single Use Plastics Sustainability Committee (2024)

Rutgers University – New Brunswick

- Co-Chair, Diversity, Equity and Inclusion (DEI) Strategic Priority Committee (2021)
- Chair, Return to Campus (Post COVID-19) Student Employment Planning Workgroup (2021)
- Co-Chair, Return to Campus (Post COVID-19) Operations Planning Workgroup (2020)
- Student Centers Policy and Procedure Revision Committee (2020-2021)
- Student Centers Student Training and Development Committee (2014-2019)
- Co-Chair, Dr. Jewel Plummer Cobb STEAM Women's Empowerment Conference (2019)

The College of New Jersey

- Student Conduct Staff Advisor and All College Standards Board Member, Office of the Dean of Students (2012-2014)
- Member, A/E Selection Committee for the Student Center Renovation & Addition (2013-2014)

Student Employment and Organization Advisement

Rutgers University – New Brunswick

- Career Exploration and Success Student Employees Advisory Board (2021)
- New Brunswick Student Employment Working Group (2019)

The College of New Jersey

- Staff Advisor, Black Student Union (2011-2014)
- Staff Advisor, Omega Psi Phi Fraternity, Inc., Gamma Iota Chapter (2013-2014)
- Staff Advisor, Student Government Sophomore Class Council (2011-2013)

Instruction

Rutgers University – New Brunswick

- Guest Instructor, First Year Fellowship Program (2017, 2021)
- Instructor, Students in Transition (STS) Course (2016-2017)

PROFESSIONAL ORGANIZATIONS AND INVOLVEMENT

- **NASPA – Student Affairs Administrators in Higher Education**
- **Association of College Unions International (ACUI)**
 - Closing the Gap Career Advancement Program Facilitator (2021,2022,2023)
 - College Unions Specialty Certification Task Force Member (2021)
 - Greer Dawson Wilson Scholarship Recipient (2020)
 - Community of Practice Leader, (2016-2024)
 - Region 7 Leadership Team Member (2013, 2016-2018)
 - Region 3 Regional Leadership Team (2012) and Conference Planning Team (2011-2013)

EDUCATION

- Master of Arts, Organizational Leadership in Higher Education, Rider University, Lawrenceville, NJ
- Bachelor of Science, Criminal Justice, Buffalo State College, Buffalo, NY