

August 27, 2008

Search Committee: Vice Provost for Enrollment Management  
Bowling Green State University  
Bowling Green, Ohio 40303

Dear Search Committee:

I was recently contacted by Tom Williams, of Williams and Company, to discuss the availability of the position of Vice Provost for Enrollment Management at Bowling Green State University. As a result of that discussion, I believe that my 20+ years of higher education experience gives me the necessary skills to be successful in this position

In the 12 years since I left Bowling Green State University I have gained a wide variety of experience. I began my career at Owens Community College as the Director of Financial Aid and quickly became part of a team that managed the enrollment of the fastest growing college of its kind in the nation. As a member of the enrollment team, I was able to identify the interdependencies that admissions, records, bursar, financial aid and marketing have with one another and use that interconnectivity to add to the overall success of the College.

My experience as the Director of Financial Aid and my ability to work collaboratively with others prepared me for my next position. In 2001, the College hired a new President. Shortly after the arrival of Dr. Christa Adams, I was selected as the Executive Assistant to the President. This position served as a member of cabinet and an advisor to the President on nearly all matters related to the College. I was able to work with the Board of Trustees, legislators, community leaders as well as nationally known content experts in a strategic planning and quality initiatives.

In addition to my responsibilities as the Executive Assistant to the President, I was asked by the President, to assume several interim senior level administrative roles as these positions became vacant. I served as the Executive Dean of the Findlay Campus, Vice President of Human Resources, Vice President of Workforce and Community Services as well as the President of the Owens Community College Foundation. In addition, I was co-leader of a team that completely redesigned the student services division to provide better service to Owens students. These roles allowed me to interact with nearly every department on campus as well gain an exceptional understanding of the inner workings of the College. I have served on numerous committees that focused on retention, accreditation, quality, and strategic planning, as well as a variety of other topics. With this knowledge, experience and a strong work ethic I know I can make a positive impact on the enrollment management function at Bowling Green State University.

Bowling Green State University is an exceptional institution with a long standing tradition of providing an excellent education. I would like the opportunity to further discuss my qualifications and how I might be able to assist Bowling Green State University in realizing its future goals.

Sincerely,

Brian A Paskvan  
331 N Church Street  
Bowling Green, Ohio 43402

## EDUCATION

The University of Toledo, Toledo, Ohio  
Doctor of Philosophy, August 2007 ABD  
Master of Education, March 1997  
Bachelor of Business Administration, June 1986

Major: Higher Education Administration  
Major: Human Resource Development  
Major: Operations Management

## EXPERIENCE

Owens State Community College, Toledo, Ohio

June 2006 through present

Vice President for Administration/Chief Technology Officer

- Administrative responsibility for the departments of Financial Aid, Information Technology, Safety & Security, Auxiliary Services, Buildings and Grounds, Construction, and Planning
  - o Management of an excess of \$65 million in federal and state financial aid programs
  - o Management of \$10 million budget for information technology initiatives
  - o Management of campus security and overall college safety programs
  - o Oversight management for bookstore operations, copy center operations, food service operations, and programming events at Center For Performing Arts
  - o Management of all campus maintenance and support services
  - o Management responsibility for construction and campus renovation projects on all campus locations
  - o Management responsibility for master facility planning
- Serve as member of President's Cabinet
- Involved in the implementation of the College's First Year Experience retention program
- Serve as a member of the financial management team that is responsible for the creation and implementation of the College's budget
- Responsible for the College's strategic planning process
- Serve on numerous College committees related to retention, recruitment, and quality initiatives
- Serve on state committees related to funding and student access and affordability
- Developed College's master facility plan
- Coordinate numerous College initiatives such as Strategic Horizons and Process Management
- Act as the College's Legal Liaison to the Attorney Generals Office
- Serve as primary contact for all student concerns related to student services
- Responsible for the implementation of the College's strategic energy management plan

Executive Assistant to the President

January 2002 through June 2006

- Performed analysis, conduct studies, develop position papers and presentations for the President
- Served as champion of numerous College wide initiatives such as the development of new mission and vision statements
- Worked closely with the Board of Trustees on College policy changes
- Monitored legislative activity affecting the College and higher education
- Assisted in major reorganizations of the College's reporting structure
- Participated in contract negotiations
- Attended college and community functions on behalf of the President
- Served as co-leader of the Student Services Redesign Team which was responsible for the redevelopment of the student services division
- Served in interim capacity in the following position at the request of the President:
  - Executive Dean , Findlay campus 10 months
    - Analyzed organizational structure and recommended changes to the President
    - Integrated Findlay Workforce Community Services into main campus
    - Facilitated partnership between Owens Community College and the Findlay YMCA to provide physical education classes for Findlay students
    - Coordinated the design layout of a new \$20 million campus
    - Assisted in planning and implementing groundbreaking ceremony
  - Vice President of Human Resources 6 months
    - Assessed strengths of Human Resources Office and recommended changes to President
    - Addressed existing and new labor union issues
    - Worked closely with the Attorney General's office related to human resources issues
    - Revised College policies and procedures as needed
    - Chaired search committee for new Human Resources Vice President
  - President Owens Community College Foundation 8 months
    - Completed transfer of Foundation's assets from Fifth Third to Trust Company of Toledo
    - Coordinated search for new legal counsel for the Foundation
    - Completed the sale of Foundation property to the University of Findlay
    - Conducted data gathering from college community and Foundation Board of Directors to develop the strategic direction for the Foundation
    - Chaired search committee for new Foundation President
  - Vice President of Workforce Community Services 18 months
    - Restructured the workforce and community services division to better serve the changing needs of the business community
    - Developed plan for monitoring enrollment for workforce credit programs
    - Integrated ABLE and Resource Center Programs into Student Services Division
    - Hired new corporate and continuing education staff
    - Worked with staff to develop new ideas for continuing education programs and corporate training opportunities

Director of Financial Aid and Veterans Affairs January 1997 through January 2002

- Responsible for coordinating all aspects of financial aid office for 25 federal, state and institutional aid programs; total in excess of \$23 million
- Manage 16 full-time and part-time staff
- Provide and present numerous financial presentations to various sectors of the community
- Work closely with Offices of the Bursar, Business Affairs, Admissions, Advising, Computer Services, and Human Resources on enrollment related activities
- Coordinate all aspects of the installation of Banner computer systems and other technological initiatives in the Financial Aid office

Bowling Green State University, Bowling Green, Ohio

July 1992 through January 1997

Assistant Director, Financial Aid and Student Employment

- Responsible for coordinating all aspects of customer relations including telephone and walk-in counseling for students and parents
- Present financial aid workshops and programs to prospective students and parents
- Administer Academic Year Abroad Programs and determine all Professional Judgment cases
- Act as liaison to Firelands College and Graduate College
- Supervise staff of 21 people including full-time, part-time and students
- Coordinate the verification of more than 8,000 student files according to federal regulations

The University of Toledo, Toledo, Ohio

February 1990 through July 1992

Assistant Director, Financial Aid

- Responsible for overseeing the administration of six state programs and two campus based programs generating eight million dollars in financial aid
- In charge of monitoring the Perkins Load Program and Supplemental Educational Opportunity Grant Program
- Perform need analysis, verification, packaging, monitoring satisfactory academic progress, processing Stafford, Supplemental, Parent Loads and counseling duties for 4500 students

## Professional Affiliations

Ohio Association of Student Financial Aid Administrators

President 2001-2002, 1998–1999, President Elect 1997–1998, Vice President 1995-1997, Regional Representative 1994-1995, Committee Chair 1993-2001, Committee Member 1991-2001

Midwest Association of Student Financial Aid Administrators

State Delegate 1998-1999, Conference Presenter 1997, Member 1995-1999

National Association of Student Financial Aid Administrators

National Leadership Conference 1998, National Trainer 1994

Member Ohio Board of Regents Consultation Group on Access and Affordability 2005 - present

Member Ohio Board of Regents Consultation Group on State Financial Aid Programs

Member, Toledo Metropolitan Area Council Of Governments (TMACOG) General Assembly Planning Committee 2006 - present

Trustee, Toledo Metropolitan Area Council of Governments 2007

Member, Rotary of Toledo 2006 - present

Chairman, Relay for Life at Owens Community College 2003

President, Wood County Board for the American Cancer Society 2006 – 2008

Vice President, Wood County Board for American Cancer Society 2004-2006

Member, Bridge Hospice Advisory Board 2004 - 2006

Vice President, Wood County Library Board of Trustees 2007 - 2008

Member, Wood County Americorp Board

Representative for Dr. Christa Adams, Toledo Symphony Board and Greater Toledo Urban League 2007 – 2008