

**Pamela A. Braden
Curriculum Vitae**

Business Address:

West Virginia University at Parkersburg, Jackson County Center
105 Academy Drive, Ripley, WV 25271
Voice: (304) 372-6992; Fax: (304) 372-6948; e-mail:
pbraden@wvup.wvnet.edu

Employment History:

Current position:

West Virginia University at Parkersburg: Director, Jackson County Center 1982- present; Professor of Business; 1994-present, Regents Bachelor of Arts (RBA) Degree Program Advisor, 1998-present.

Promotions in Academic Rank:

Associate Professor, 1988-94; Assistant Professor, 1983-88; Instructor, 1979-83.

Administrative Duties as Director, Jackson County Center:

Responsible for leadership and management of off-campus college satellite center in Ripley, WV, with more than 650 headcount students and more than 350 full-time equivalency enrollment. Areas of responsibility include:

- Facilities planning and management including ADA compliance,
- Budgeting,
- Managing business office functions,
- Recommending faculty decisions for nearly 100 course sections each semester, scheduling and planning courses and sequencing,
- Recruiting and enrollment management,
- Overseeing student services, student life, and student activities,
- Academic advising for all business students at JCC.
- Academic advising for all RBA students on both campuses.

Current courses (actively taught within the last 4 years):

Business Policy/Strategic Planning	Principles of Marketing
Principles of Management	Marketing Research
Organizational Behavior	Human Resources Management
Business Communications software	Windows 95 & MS Office
Introduction to Business	Office Professional
Development Seminar	

Previous courses taught during tenure at WVU-Parkersburg:

Administrative Office Management	Keyboarding (3 levels)
Gregg Shorthand (4 levels)	Business Math
Office Accounting	Word Processing & Office Automation
Records Management	Secretarial Office Procedures
Software courses: MS Word, Word Perfect, Lotus' Ami Pro, DecMate	

Previous positions:

West Virginia University Charleston Division Medical Center - 1978-79. Administrative Assistant to the Dean of the Medical Center.

West Virginia Career College, Huntington, WV - 1978. Business Teacher.

Academic Preparation:

Post-graduate work: West Virginia University: Completed all course work for educational doctorate (Ed.D.) in Higher Education Administration with Business minor.

Graduate degree: Marshall University: Master of Arts in Business Education, graduated August 1982.

Undergraduate degree: Marshall University: Bachelor of Arts in Business Education Comprehensive, graduated December 1977.

Professional Affiliations:

American Association of Women in Community and Junior Colleges. Member 1986-present.

Phi Delta Kappa (educational honorary). Initiated 1988.

West Virginia Community College Association. Member, 1979 - present. Board of Directors, 1995-96; 1990-91, Chair, Marketing Committee, 1995-1998.

Delta Kappa Gamma (teacher's honorary), 1993-96.

Sigma Beta Delta, National Honor Society in Business, Management, and Administration. 1996-present.

National Society for Experiential Education. 1998-present.

Examples of Professional Development:

Following are examples of recent workshops, in-services, or seminars attended to grow as a professional and in specific fields of expertise:

- Experiential Education Conference. Norfolk, VA. October 21-24, 1998.
- Leadership West Virginia. Year-long professional development program. 1997.
- Great Teachers Seminar. North Bend State Park, Cairo, WV. June 1996.
- Center for Entrepreneurial Studies and Development, Inc. (CESD).
 - Certified as a CESD trainer.
 - "Train the Trainer." 1996.
 - Facilitator training. 1995.
 - Total quality management. 1994.
- WV Governor Gaston Caperton's "Inspire" and Center for Quality Government programs. As WVU-P's representative, attended various workshops and seminars.
 - Senior Management Symposia. (Various sessions 1994-present.)
 - Dale Carnegie training.
 - Total Quality Management training.
- The College Board's "Attracting and Keeping Adult Students: Retention Strategies that Work." Boston, MA, March 1996.
- Fred Pryor "Project Management" seminar, November 1995.
- Distance Learning Conference, Baltimore, MD, September 1994.
- Appalachian Regional Commission leadership training:

Leadership and Management Program, Birmingham, AL, 1995.

Center for Creative Leadership's leadership training, Charleston, WV, 1995.

Leadership and Management Program, Roanoke, VA, 1994.

- University of Kentucky Community College System "Teaching and Learning Conferences," Ashland, KY. 1993, 1994, 1995.

Special Recognition and Awards:

- Selected to participate in *Leadership West Virginia* program, 1997. 50 professionals from around the state are chosen each year for participation.
- Selected as WVU-Parkersburg's honoree for West Virginia Community College Association special service recognition, 1995.
- Listed in American Biographical Institute's:
 - Who's Who Among America's Teachers 1994.
 - Who's Who of the Year 1994.
 - Woman of the Year 1993.
 - Who's Who Registry of Rising Young Americans 1993.
- Outstanding Woman of the Year 1983.
- *Hugh O'Brian Youth Foundation*
 - Selected to be a counselor at World Leadership Congress (formerly International Leadership Seminar). Pittsburgh, PA. July-August 1992.
 - St. Paul - Minneapolis, MN. July-August 1990.
 - Selected as an "outstanding state chairman" for 1991, 1992, and 1993 seminar years (one of only 8 selected from 90 state chairs in the country.)
- Selected to attend "Leaders of the 80s" Leadership Development Program sponsored by American Association of Women in Community and Junior Colleges. 1986.
- Examples of Service to State and Local Educational Community:
- Serve on Board of Directors for WV Training Network, Region 2. Coordinate training and development needs assessment and delivery systems for business and industry among 7-county region in West Virginia.
- Served as program evaluator for Jackson County Schools' "Even Start" program. Program is designed to assist single parents complete their GED and learn parenting skills.
- Serve on county-wide teams for Jackson and Roane Counties' School to Work grant programs, 1996-97.
- Served as member of Vocational Evaluation Teams for Federal Perkins Act Compliance for West Virginia Higher Education Central Office, Assistant Chancellor for Community Colleges: West Virginia University Institute of Technology, Marshall University, West Virginia Northern Community College, Bluefield State College
- Served as member of regional committee to develop a "One-Stop Shop" employment center for unemployed and under-employed citizens.

- Served as member of regional Technical Assistance Team for "Schools That Work" programs at Jackson and Roane Counties' Boards of Education.
- Served as Graduation speaker for Jackson County G.E.D. program completers 1994 and 1997.
- Served as Jackson County Read-Aloud Program volunteer, 1991-93.
- Served as community representative on Ripley High School's "School Improvement Council," 1993-94.

Examples of Community and Economic Development Service:

- Polymer Alliance Zone, Inc. (PAZ). Board of Directors, Secretary, 1996-present. Regional non-profit economic development corporation designed to assist new and existing polymer-related businesses to bring business to Jackson, Mason, and Wood Counties.
- Jackson County Global Electronic Village Committee. Coordinated by Jackson County Development Authority. 1996-present. Assisted in development of county-wide web page.
- American Heart Association Southwest Region, OH-WV Affiliate. President 1997-98. President-elect, 1996-97. Served as celebrity waiter at "Celebrity Celebration for Heart" fund raiser, 1996.
- Jackson General Hospital Wellness Council. 1994-96.
- Rural Development Initiative. Coordinated by Jackson County Development Authority. 1996-97.
- Jackson County Chamber of Commerce, member since 1994; Treasurer, 1996-97.
- Pilot Club of Jackson County, member since 1994; Recording Secretary, 1996-97.
- General Federation of Women's Clubs (GFWC). *Woman's Club of Ripley*, member since 1992; President, 1996-98. *GFWC West Virginia* (state organization), Western District Membership Team Representative, 1996-98. Western District Education Chairman, 1996-98.

Previous Board and Community-Service Leadership Positions:

- Jackson County Commission's Planning Commission. Secretary, 1995-96.
- West Virginia Hugh O'Brian Youth Foundation (HOBY) - Leadership Seminar for high school sophomores. Corporate President, 1992-94. Corporate Treasurer, 1989-92. State Seminar Chair, 1989-1992. Selected as outstanding chair for program years 1990, 1991, 1992 (eight chairs were selected from 90 seminars across the country).
- General Federation of Women's Clubs. GFWC Junior Woman's Club of Ripley, member, 1980-1992. Club president, 1985-86, 1983-84; various other leadership positions at local club level. State-level positions: *Clubwoman* (state-wide magazine) editor, 1984-86, 1986-88; Western District Director, 1988-90; Recording Secretary, 1990-92.

Professional Development of Others:

- Regularly conduct workshops, in-service presentations, and seminars on various topics including management, job search skills, and change management. These have been conducted throughout the state for agencies and organizations (all non-paid), including the following:
- Conducted an in-service workshop on Team Building and Putting Students First at the Barboursville School for all faculty and staff - March 1992.
- Conducted orientation to college workshops for Transitions Class from Jackson and Roane Counties (various dates 1993-96).
- Conducted in-service training for office and clerical employees for state-wide WV Health and Human Services Department (various dates 1993-96).