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EDUCATION AND CERTIFICATION

Master of Arts in United States history, University of Oregon, 1990.

Bachelor of Arts in history, University of Oregon, 1988.

Certificate of Completion, Archival Management, University of Oregon, 1989.

Certified Archivist, Academy of Certified Archivists, 1995 to present.

EXPERIENCE

1997 to present

Professor / University Archivist and Records Manager

Northern Michigan University

Marquette, MI

As the University Archivist, my responsibilities involve administration of the Central Upper Peninsula and Northern University Archives, a comprehensive institutional archives and regional manuscript collection. Duties include planning and evaluation of archival programs that enhance the educational mission of the University, including records retention and disposition scheduling, operation of the University Records Center, supervision of archives student assistants, educational outreach programs, and university public relations and development campaigns. As a member of the faculty, I also teach credit bearing courses and educational workshops. I designed the web site for the [Central Upper Peninsula and Northern Michigan University Archives](#). The web site includes information on the students I have taught and where they are in their careers.

1992 to 1997

Archivist, City of Portland, Oregon.

Responsible for the administration and daily operations of the City of Portland's Stanley Parr Archives and Records Center (SPARC). SPARC maintains and provides access to approximately 20,000 cubic feet of permanent and non-permanent records created by the City of Portland. Assisted in the appraisal of city records and the establishment of records retention schedules, including the disposition and management of electronic records. Supervised four full-time records center technicians, one part-time records clerk, and four volunteers.

1994 to 1997

Adjunct Assistant Professor of History, Portland State University, Portland, Oregon.

Developed and taught an introductory course in archival management. The course included three quarter hours of in-class work, followed by six-quarter hours of practicum at the City of Portland, Stanley Parr Archives and Records Center.

1990-1992

Archivist, Tyrrell Historical Library, Beaumont, Texas.

Established the City of Beaumont's first professionally organized and administered city archives and manuscript collection. Trained and supervised a staff of one archival assistant and twenty volunteers. Developed collection policies, reference aids, indexes, collection guides, bibliographies, and abstracts. Produced and administered procedures for collection processing and acquisition. Administered archival budget and supplies. Acquired and implemented **MicroMARC:amc**. Developed and administered a community outreach program of historical exhibits, and research workshops for public school children.

Fall 1990

Visiting Adjunct Archivist, Michigan State University Archives, East Lansing, Michigan.
Concentrated on descriptive data entry for **MicroMARC:amc**.

1988-1990

Department of History Graduate Teaching Fellow, University of Oregon.

Summer 1989

Graduate Intern, Archival Management, Lane County Democratic Party, Eugene, Oregon.

Fall 1987

Undergraduate Intern, Archival Management, University of Oregon Archives.

1986-1988

Volunteer Researcher and Archivist, Lane County Historical Museum, Eugene, Oregon.

1982-1984

United States Army, Military Police Corp.

INSTRUCTIONAL PROGRAMS AND COURSES

AIS 330, *Management and Use of Archival Information*

Created this course, which reviews the nature of information, records, historical documentation, archival administration and practice, research methodologies, and the role of archives in modern society. A summary of the course is available at

<http://webb.nmu.edu/Archives/SiteSections/CoursesAndWorkshops/Courses.shtml>

Historical Research and Critical Thinking: How to Think about and Analyze Primary Sources

This workshop provides students with a general overview of historical research methods and the use of critical thinking skills in the analysis of primary sources.

<http://webb.nmu.edu/Archives/SiteSections/CoursesAndWorkshops/Workshops.shtml>

Archives 101: What's in an Archives and How to Use It

This workshop provides students a basic introduction to archives and historical research. The workshop is a one-hour PowerPoint presentation that includes discussion and a practical exercise. [Click here to access the PowerPoint](#) (.ppt)

Basic Archival Management for Small Historical Societies and Museums

Sponsored by the Michigan Archival Association, this all-day workshop introduces staff and volunteers of small historical societies and museums to the complexities of archival management. The university archivist conducts the workshop each summer in June on the Northern Michigan University campus. Each year, the workshop covers one or two aspects of archival management. The workshop is free and open to the public.

INTERNET ARCHIVAL EXHIBITIONS

Recorded in Stone: Voices on the Marquette Iron Range.

<http://archives.nmu.edu:8080/content.asp?PageName=Index> Developed in part with a grant from the Michigan Humanities Council.

Anatomy of a Murder Fiftieth Anniversary Celebration. <http://www.nmu.edu/voelker/>. Digital reproductions from the John D. Voelker papers.

Student Protests at Northern Michigan University.

<http://archives.nmu.edu/studentprotests/index.html> Historical exhibition of student protest activities in the late 1960s. This project was almost entirely student driven. I served as supervisor and instructor.

PEER-REVIEWED, COMPETITIVE GRANT AWARDS:

Political Archives Arrangement and Description Project, National Historical Publications and Records Commission (NHPRC), National Archives, \$48,000. This grant supported the archival arrangement and description of the Dominic Jacobetti papers, the Pat Gagliardi papers, and the Charles Varnum papers. (2003)

Faculty Research Grant, Northern Michigan University, \$8,000. This grant supported my sabbatical leave research project. The research sought to determine why the Marquette Iron Range experienced no labor unrest or organizational efforts from 1899 to 1946. During this same period, other iron ranges in the Lake Superior region experienced many violent labor strikes and organizing efforts. (2006)

Research Fellowship Grant, \$500.00, Michigan Technological University, University Archives and Copper Country Historical Collections. This grant helped support a three-day research visit to the MTU Archives. The research was part of my sabbatical leave work. (2006)

[*Recorded in Stone: Voices of the Marquette Iron Range*](#), National Endowment for the Humanities, Michigan Humanities Council, \$15,000. This grant supported the publication of Internet exhibition and digitization of selected oral histories related to immigration on the Marquette Iron Range. The grant also supported one-day symposium on immigration held on the Campus of Northern Michigan University. (2008)

[*Cleveland – Cliffs Iron Mining Company Records Digitization Project*](#), National Historical Publications and Records Commission (NHPRC), National Archives, \$69,000. This grant supported the digital conversion of 70,000 historical documents, 550 historical maps, and 250 historical photographs made available on a project web site. The web site also includes lesson plans for public education instructors. This project makes it possible for scholars around the world to conduct substantive scholarly research on the history of mining, immigration, ethnic communities, and industrial development (2009).

Wildcat Innovation Fund Grant, Northern Michigan University, \$25,000. This grant will provide funds, in part, to digitize and make available online the historical minutes and supporting documentation of the City of Marquette Commission and the County of Marquette Board of Commissioners from 1845 to the present. (2010)

City Commission, City of Marquette. \$10,000 grant to support the Wildcat Innovation Fund project to digitally convert historical Commission minutes and supporting documentation. (2011)

Board of Commissioners, County of Marquette. \$10,000 grant to support the Wildcat Innovation Fund project to digitally convert historical Commission minutes and supporting documentation. (2011)

Faculty Research Grant, Northern Michigan University, \$7,000. This grant supported a data collection survey of Upper Peninsula heritage organizations. The data was used to develop a collaborative digital preservation network for the Upper Peninsula.

Planning Grant, National Historical Publications and Records Commission (NHPRC), \$22,000. This supported the collaborative work of a team representing NMU, MTU, LSSU, the Peter White Public Library, and the Marquette Regional History Center. The team worked with data collected from the survey of Upper Peninsula heritage organizations to create the administrative structure for the [Upper Peninsula Digital Network \(UPLINK\)](#).

SELECTED PUBLICATIONS

Peer-Reviewed Book

Functional Analysis in Archival Appraisal: A Practical and Effective Alternative to Traditional Appraisal Methodologies. (Lanham, Maryland: Rowman and Littlefield, Inc., 2014).

Peer-Reviewed Journal Articles

“Reluctant Revolutionaries: Finnish Iron Miners and the Failure of Radical Labor and Socialism on the Marquette Iron Range, 1900 – 1914.” In Robert Archibald, ed, *Northern Border: History and Lore of Michigan’s Upper Peninsula and Beyond*. (Marquette, Michigan: Northern Michigan University Press, 2014), pp. 212-243.

“Institutional Functional Analysis at Northern Michigan University: A New Process of Appraisal and Arrangement of Archival Records” *The American Archivist*, vol. 74, no. 1, spring / summer 2011, pp. 241-256. Co-authored with Jason Woolman, Musqueam Indian Band, Vancouver, B.C.

“The Archivist as Educator: Integrating Critical Thinking Skills into Historical Research Methods Instruction,” *The American Archivist*, vol. 64, no. 2, fall/winter 2001, pp. 363-384.

“The Battle for Shared Governance: The Birth of the Northern Michigan University Chapter of the American Association of University Professors, 1967-1976,” *Michigan Historical Review*, vol. 28, No. 2, fall 2002, pp. 1-41.

“Archival Report: The Central Upper Peninsula and Northern Michigan University Archives.” *Michigan Historical Review*, 26:1, (Spring 2000): 134-44.

“One Man’s Revolution: The Indefatigable Floyd Ramp,” *Oregon Heritage*, Southern Oregon Historical Society, 1:2, pp. 26-29, Summer 1994.

“Our Inalienable Right: A Brief History of Locals 229 and 243 of the Oil Workers International Union, CIO, at the Magnolia Refinery, Beaumont, Texas.” *The Texas Gulf Historical and Biographical Record*, 24:1, pp. 55-69, (1993).

Book Reviews

Academic Archives: Managing the Next Generation of College and University Archives, Records, and Special Collections, Aaron D. Purcell. Chicago: Neal-Schuman, 2012. Book review for *Project Muse*.

Book Review of *Arranging and Describing Archives and Manuscripts* by Kathleen D. Roe. Published in *Provenance*, the peer reviewed journal of the Midwest Archives Conference. Roe’s book is part of the “fundamentals” series published by the Society of American Archivists. (2006)

Book Review of Irwin Unger and Robert R. Tomes, *American Issues: A Primary Source Reader in United States History*, H-Survey, H-Net Reviews, March 2000. URL: <http://www.h-net.msu.edu/reviews/showrev.cgi?path=26947953315920>

Book Review of David Kobrin, *Beyond the Textbook: Teaching History Using Documents and Primary Sources*, and Australian Archives, *Celebrations in Our History: Teachers Resource Book*,

and Ian Coulson and Anne Crawford, *Archives In Education*. Published in *The American Archivist*, Volume 63, Number 1, Spr/Sum 2000, pp. 189-193.

Book Review of Robert M. Kvasnicka, *The Trans-Mississippi West, 1804-1912 (Part II): A Guide to Records of the Department of Justice for the Territorial Period*. Published in *Oregon Historical Quarterly*, 98:1, (Spring 1997): 111-112.

Book Review of *A Way of Work and A Way of Life: Coal Mining in Thurber, Texas, 1888-1926*, *The Houston Review*, 25:1, (1993): 57-59.

Newsletters

“The Lone Arranger, Junior.” A regular column of Open Entry, newsletter of the Michigan Archival Association, that addresses practical solutions to problems of archivists in programs struggling with limited or reduced resources.

“Beaumont at War: The Home Front, 1941-1945,” Tyrrell Historical Library, Beaumont, Texas, Fall 1991.

SELECTED PRESENTATIONS

Local Government Records Depository Program at Northern Michigan University. National Association of Government Archivists and Records Administrators (NAGARA), Annual Conference, Lansing, Michigan, July 13-16, 2016.

Institutional Functional Analysis at Northern Michigan University. Mid-West Archives Conference (MAC) Annual Conference, Indianapolis, Indiana, April 18-20, 2013.

The Impact of Tenure on Archival Acquisition Projects. Annual Conference of the Michigan Archival Association, Marshall, Michigan, June 26, 2009. The presentation critically reviewed the process of tenure review at NMU and summarized a current research project on a related topic.

Basic Archival Conservation and Preservation, Pre-Conference Workshop, Upper Peninsula History Conference, The Historical Society of Michigan, Gwinn, Michigan, June 27, 2009.

Reluctant Revolutionaries: Finnish Iron Miners and the Failure of Radical Labor on the Marquette Iron Range, 1900-1917, Summer Education Program, Michigan Iron Industry Museum, Negaunee, Michigan, August 12, 2008.

Institutional Functional Analysis of Archival Records: A Practical Application at Northern Michigan University, Michigan Academy of Science, Arts, and Letters, Western Michigan University, Kalamazoo, Michigan, 2008.

Critical Thinking and the Analysis of Primary Sources for Secondary Education, Teacher In-Service Training, Marquette – Alger Regional Educational Service Area (MARESA), Marquette, Michigan, October 10, 2008.

Reluctant Revolutionaries: Finnish Iron Miners and the Failure of Radical Labor on the Marquette Iron Range, 1900-1917, North American Labor History Conference, Wayne State University, Detroit, Michigan, 2007.

Basic Document Conservation and Repair, Conference Workshop, The Northland Consortium (an organization of Upper Peninsula and northeast Wisconsin historical societies and museums), October 1, 2007). The workshop was supported, in part, with a \$400 grant from the Michigan Archival Association for the purchase of supplies and equipment so that participants could do hands-on document deacidification and encapsulation.

Critical Thinking and the Analysis of Primary Sources for Secondary Education, Making History! Teaching American History Conference, Harris, Michigan, April 30, 2007.

Critical Thinking and the Analysis of Primary Sources for Secondary Education. Fall Conference for Educators, Marquette – Alger Regional Educational Service Area (MARESA), October 12, 2007.

Northern Michigan University's Electronic Records Management Project, Annual Conference of the Michigan Archival Association. Frankenmuth, MI, June 22, 2006. This presentation introduced the electronic records management project that led to the development and publication of NMU's [Electronic Records Management Policy Statement](#).

On-line Finding Aids: Are They Effective? Annual Conference of the Michigan Archival Association. Grand Rapids, Michigan, June 2, 2005.

On-line Finding Aids: Are They Effective? Annual Conference of the Michigan Archival Association. Grand Rapids, Michigan, June 2, 2005.

Project Overview: Immigration Oral History Digitization Project. Annual Conference of the Upper Peninsula Region of Library Cooperation, Inc. Marquette, Michigan, September 29, 2005.

Encoded Archival Description: The Perspective from the Trenches, Annual Conference of the Michigan Archival Association. Traverse City, Michigan, June 22, 2004.

Critical Thinking and Archival Research: Teaching Students the Value of Archives, Annual Conference of the Archival Association of Ontario, Toronto, Canada, June 9-11, 2003. I was invited to this conference by the AAO organizers as a result of my article that appeared in *The American Archivist* (*The Archivist as Educator: Integrating Critical Thinking Skills into Historical Research Methods Instruction*," [The American Archivist](#), vol. 64, no. 2, fall/winter 2001, pp. 363-384).

Anatomy of a Strike: Community and Labor Solidarity in the 1946 Iron Miners's Strike on the Marquette Iron Range (with Kristin Lystilla), Twenty-fifth Annual North American Labor History Conference, Wayne State University, Detroit, Michigan, October 16-18, 2003.

Critical Thinking, Historical Research, and the Analysis of Primary Sources for Secondary Education, Marquette – Alger Intermediate School District, Summer Institute, Northern Michigan University. (2003)

Critical Thinking Skills, Primary Sources, and Historical Research Methods: A Workbook for Michigan Educators, Workshop presentation introducing the workbook scheduled for publication Fall, 2001, Annual Conference of the Michigan Archival Association, E. Lansing, MI, June 20-22, 2001.

Michigan's Records Management Application (RMA) Pilot Project, Session Chair, Annual Conference of the Michigan Archival Association, E. Lansing, MI, June 20-22, 2001.

Working in an Age of Abundance, Session Chair, Annual Conference of the Mid-West Archives Conference, Chicago, Ill, May 3-5, 2001.

The Archivist as Educator: Integrating Critical Thinking Skills into Historical Research Methods Instruction, The Twenty-fifth Annual Great Lakes History Conference, Grand Rapids, Michigan, October 5-6, 2000.

Integrating Critical Thinking Skills into Historical Research Methods Instruction, Michigan Council for the Social Studies, Marquette, Michigan, April 9-10, 2000.

Voices from the Past: Preservation and Access of Oral History Collections, Annual Conference of the Michigan Archival Association, Frankenmuth, Michigan, June 22-23, 2000.

Basic Electronic Records Management. Workshop conducted for the annual conference of the Michigan Archival Association, June 22-23, 2000.

How to Acquire and Establish Archival Collections, Annual Conference of the Michigan Historical Society, Marquette, June 18-19, 1999.

The Emerging NMU Archives: Lessons to Be Learned in the Establishment of an Academic Archival Program. Annual Conference of the Michigan Historical Society, Marquette, June 18-19, 1999.

Laboring with Labor: Founding a Specialized Archives at Northern Michigan University, Annual Conference of the Society of American Archivists, Orlando, Florida, August 31-September 6, 1998.

Local Government Records: Sisyphus in Hades or the Labors of Hercules, Session Chair, Annual Conference of the Society of American Archivists, Chicago, Illinois, August 25-31, 1997.

Optical Imaging and Access to Archival Records at the City of Portland, Annual Conference of the Northwest Archivists, Inc., Penticton, B.C., April 25-27, 1996.

Elite Power and Conflict: Eugene, Oregon, 1890-1900, Forty-Ninth Annual Pacific Northwest History Conference, Corvallis, Oregon, April 17-19, 1996.

Appraisal of Project Files at the City of Portland: A Case Study of the Records of the Bureau of Transportation Engineering, Workshop on Advanced Appraisal conducted by Frank Boles, Society of American Archivists Annual Conference, Washington, D.C., September 1995.

Outreach Programs for Government Archives, Annual Conference of the Northwest Archivists, Inc., Seattle, Washington, May 1995.

Making Mountains out of Molehills: Maintaining Access in the Face of Diminishing Resources, Annual Conference of the Northwest Archivists, Inc., Eugene, Oregon, May 1994.

Public Outreach in Archives and Historical Institutions, Lane County Historical Society, Eugene, Oregon, April 1994.

Floyd Ramp: A Revolutionary Idealist in Oregon, Forty-Seventh Annual Pacific Northwest History Conference, Bellingham, Washington, March 1994.

Historical Methodology and Archives, Portland State University, Department of History, January 1994.

Subject Access in Archives, Chair and Commentator, Annual Conference of the Northwest Archivists, Inc., Boise, Idaho, April 1993.

Document Conservation and Repair, The Southeast Texas Genealogical and Historical Society, Beaumont, Texas, October 1992.

Our Inalienable Right: A Brief History of Locals 229 and 243 of the Oil Workers International Union, CIO, at the Magnolia Refinery, Beaumont, Texas, Annual Conference of the East Texas Historical Association, Beaumont, Texas, February 1992.

The History of Labor Unions in Beaumont, The Annual Beaumont History Conference, Beaumont, Texas, January 1992.

PROFESSIONAL DEVELOPMENT ACTIVITIES

Professional Peer Reviewer:

Grant Reviewer, National Historical Publications and Records Commission. I reviewed a grant application from the Chicago Historical Society and one from University of Toledo. I recommended rejection of both applications. (2004)

Peer Reviewer, The American Archivist, journal of the Society of American Archivists. I reviewed a manuscript, entitled *In Search of Primary Source Literacy: Opportunities and Challenges*. The editor asked me to review the manuscript because of my previous publication on the subject and because of my instructional work in critical thinking and historical research methods. I recommended rejection but urged resubmission following significant revisions. (2009)

Peer Reviewer, The American Archivist, journal of the Society of American Archivists. I reviewed for publication a manuscript, entitled *Undergraduates in the Archives: Assessing Students' Learning through a Pre and Post Document Analysis Exercise*. The editor asked me to review the manuscript because of my previous publication on the subject and because of my instructional work in critical thinking and historical research methods. I recommended publication with revisions. (2010)

Sabbatical Leave Awards:

I won a six-month sabbatical award beginning July 1, 2013. During the sabbatical, I wrote the manuscript for *Using Functional Analysis in Archival Appraisal: A Practical and Effective Alternative to Traditional Appraisal Methodologies*.

I won a six-month sabbatical award beginning July 1, 2006. My sabbatical research project resulted in a peer-review presentation entitled, *Reluctant Revolutionaries: Finnish Iron Miners and the Failure of Radical Labor on the Marquette Iron Range, 1900-1917*.

Peer-Reviewed Professional Certification:

Every five years, members of the [Academy of Certified Archivists](#) (ACA) must submit a portfolio of their professional activities and scholarly accomplishments over the previous five years for evaluation by a recertification petition review committee of their peers.

Leadership and Active Participation in Professional and Learned Societies, Organizations and Taskforces:

Regent for Exam Administration (2015-2017), Academy of Certified Archivists. This is a two-year elected position on the ACA Board of Regents.

Regent for Exam Administration (2013-2015), Academy of Certified Archivists. This is a two-year elected position on the ACA Board of Regents.

Chair, Graduate Course Pre-Approval Committee, Academy of Certified Archivists (2016 – 2017). I chair a committee of three professional archivists who are faculty members in archival management graduate degree programs. The ACA Board of Regents directed the committee to develop an assessment procedure to “pre-approve” graduate programs in archival management as partial requirement to qualify to take the certification exam.

Chair, Taskforce for Item Bank Analysis, Academy of Certified Archivists (2012). I chaired a taskforce of seven professional archivists. The ACA Board of Regents directed the taskforce to conduct a thorough review and analysis of the certification exam's "item bank" (questions), including a review of the professional literature cited by each item.

Member, Michigan Museums Associations (MMA), Institution of Museum and Library Services (IMLS), Connecting to Collections Grant Steering Committee (2012). The function of this state-wide committee was to guide and assist the MMA toward the successful completion of its IMLS *Connecting to Collections Planning Grant*. During the evaluation period, I participated in two conference call meetings with the Committee and reviewed several draft documents.

Member, Executive Board of the Michigan Archival Association (2003 – 2004). As an elected member, I participated in four day-long meetings of the Board in Lansing, Michigan, completing my second three year term.

Team Leader, Re-certification Petition Review Team for the Academy of Certified Archivists (2003-2012). I was the team leader of a three-person Team (one of three teams). I coordinated the review process and prepared the final report for the Regent for Certification Maintenance. On average, the team annually reviewed 30-40 petitions for recertification.

Team Member, Re-certification Petition Appeals Team for the Academy of Certified Archivists (2009 to present). I am a member of the three-person Appeals Team and each year review and rule on appeals of rejected petitions for re-certification. I was asked to join the Appeals Team because of my experience and record of accomplishment on the Re-certification Petition Review Team.

Member, Academy of Certified Archivists Exam Development Committee (2005-2008). I was asked to join the EDC in the fall of 2005. I continued on the Committee through 2008. During this period, I wrote the certification exam questions for Arrangement and Description, Publicity, and Educational Outreach. I participated in three, three-day meetings of the EDC: University of Texas, Austin (2006); National Archives, Southwest Region, Ft. Worth, Texas (2007); Cuyahoga County Archives, Cleveland, Ohio (2008). During these meetings, each member defended their question submissions and responded to recommendations for revision (a process similar to an oral defense of a thesis or dissertation). Once approved, the questions become part of the "Exam Questions Bank."

Member, Editorial Board of the Michigan Historical Review (2003 to present). The editorial board meets annually with the editor and reviews MHR projects and provides editorial advice. We continue this work throughout the year via conference calls and email.

Member, State of Michigan Local Government Records Taskforce (2005). As a member of the Taskforce, I participated in the development of a report on the status of local government archival records in Michigan. The report also offered a set of proposed solutions. My proposed *Electronic Archives of the Central Upper Peninsula* is, in part, a response to the Taskforce's recommendations (see "Peer Reviewed Professional Grant Applications above).

Member, Program Committee, Upper Peninsula History Conference, Historical Society of Michigan. Larry Wagenaar, executive director of the Michigan Historical Society, asked me to join the Program Committee for the 2011 UP History Conference. He also asked that I co-host the conference with the Marquette Regional History Center. I participated in conference calls and hosted a meeting of the Program Committee on campus.