

SAA ARCHIVES MANAGEMENT ROUNDTABLE

NEWSLETTER

July 2001



Join Us in Washington, DC!

The Archives Management Roundtable will meet in Washington, DC, on Saturday, September 1, 8-9:30 AM, at a location to be announced. Dr. Michael J. Kurtz, Assistant Archivist for Records Services, National Archives and Records Administration, Washington, DC, will step down as our Convener. Michael has been our voice for many years. Please join us as we recognize him and elect his successor.

Our program will be presented by Marilyn Bott, an organizational development specialist with the National Archives and Records Administration, College Park, Maryland, and Casey Edward Greene, Newsletter Editor for the Archives Management Roundtable. Their topic will be "Holding Sway or Giving Way: Power in the Workplace." Our speakers will lead an audience discussion. For archivists interested in background readings, the following publications are relevant:

- Kotter, John P. *Power and Influence: Beyond Formal Authority*. New York: Free Press, c1985.
- Autry, James A., and Mitchell, Stephen, *Real Power: Business Lessons from the Tao Te Ching*. New York: Riverhead Books, c1998.
- Pfeffer, Jeffrey. *Managing With Power: Politics and Influence in Organizations*. [Cambridge, Massachusetts]: Harvard Business School Press, 1996.

The last work is an excellent introduction to workplace power.

We will conclude our meeting by discussing session proposals for the Archives Management Roundtable to sponsor at the 2002 annual meeting in Birmingham, Alabama.

Meet Our Membership...

Becky Haglund Tousey, C.A.

Becky Haglund Tousey is Archives Manager at Kraft Food, Inc., located in the northern suburbs of Chicago. Becky came to Kraft Foods in 1991 as Archives Specialist and was promoted to Assistant Manager in 1993. When the former manager resigned to head the Ford Motor Company, Becky was promoted to Manager in January of

1997.

Becky received her undergraduate degree in history at Colorado State University in Fort Collins and immediately enrolled in the M.A. program at CSU in the Archival Administration track. During her graduate program she utilized the CSU Archives in order to research and write the history of graduate education at CSU. After receiving her master's degree Becky was hired by the Colorado State Archives in Denver as a staff archivist. Her primary responsibilities were reference and working with records coordinators at the county and municipal levels. After three years at the State Archives, Becky accepted the position of Archivist for the Chicago Public Library, working with local history manuscript collections at the city's North Side Regional Library. She was at CPL for 7 years before moving to Kraft Foods.

***Meet Our Membership...
Dr. Shelly J. Croteau, C.A.***

Shelly is the Assistant State Archivist for Missouri where she supervises the daily activities of the State Archives. A native of New Hampshire, she received the Ph.D. in history from the University of Missouri-Columbia in 1992. She taught both history and foreign languages at the University of New Hampshire, the University of Missouri-Columbia, and the Columbia (Missouri) Public Schools; most recently she co-taught a public history course for William Woods University in Fulton, Missouri. Prior to joining the staff of the Missouri State Archives, Shelly was a manuscript specialist at the University of Missouri

Archives.

She is a team leader in the recertification process for the Academy of Certified Archivists and serves on the boards of the Missouri Center for the Book and the Midwest Organization for the Recognition and Recording of Ethnic Heritage. Shelly is the coordinator for the Region IV National History Day in Missouri Contest and a judge for the Letters About Literature Essay Contest of the Library of Congress. She and her husband, Kevin Miller, have a five-year-old son, Max.

Thoughts on Credibility

- Credibility is necessary to be believed.
- It is vital in influencing others to follow you. Credibility means that you will do as you say; you will honor your commitments. Do you have congruence between your words and actions?
- A reputation takes a lifetime to build but can be compromised or destroyed in one instance.
- How do you measure up in the eyes of others? Does your self-perception match the perceptions others have of you?
- The credible person trusts others and works for the common good. He or she places the organization above self.
- One can establish credibility by building his or her reputation as an authority or expert.
- People will follow only if they believe and trust their leader. They will put their faith in him or her.