

Ohio Historical Records Advisory Board

Final Report

Improving Access to Sinclair Community College Archives

Historical Records Project

Sinclair Community College

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Dayton, Ohio 45402-1460

Project Director:

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Summary of Project Activities and Accomplishments:

Implementation of the Improving Access to Sinclair Community College Archives Historical Records Project, awarded to Sinclair Community College by the Ohio Historical Records Advisory Board, began in March 2011. The Project Director's initial task was to hire a qualified person to perform the project activities. The first step required development of a job description (based on the grant responsibilities) and determination by Sinclair's Human Resources Department of an appropriate hourly rate. During the month of May, the search committee interviewed three candidates for the part time position. All three candidates were graduate students in the Wright State University Public History Program and all were qualified. Misti Spillman was selected as the part time employee.

Misti's first day of work was June 1, 2011. After an orientation of the campus and the department, the Project Director reviewed the grant goals and activities with Misti. As stated in the grant application, the first and primary goal was to provide increased access to the archival records of the Sinclair Community College Archives with special focus on the historical photographs. Photographs are one of the most requested records in the archives. Each photograph is stored in an archival folder. The process Misti employed in order to work towards this goal included a physical review of each individual photograph, assessment of its condition, and a determination of the description to be recorded on each photograph/folder. The step-by-step process included completion of any additions or corrections on the folder or photograph upon discovery. After the review process, the information for each photograph was added to the existing ACCESS database which identifies all archival and non-archival records stored within the department.

Misti worked a total of 180 hours on the project. In all, **44 document cases (approximately 15 cubic feet of records)** were systematically reviewed and added to ACCESS database. Furthermore, this work represents **2,472 photographs/folders**. Misti added all the photographs not previously entered to the database with specific information pertaining to each item. As a result of this project, keyword searches can now be made for individual names, events, buildings, etc. (*See attached examples of database entries.*)

The project **accomplished the primary goal** of improved access of photographs and other archival materials. Doing so, however, required expenditure of the entire budget allocated for the grant. In order to complete the work improving access to the historical photographs, the director of the Library appropriated an additional amount of \$138 from the Library's budget to complete the data entry of the last 2 boxes. Thus, the second goal of the project - to transfer other archival records (primarily president's files) to proper boxes/folders - was not undertaken in this grant project due to insufficient funds.

The grant was an overwhelming success. The accomplishments achieved could have never been completed using existing staff. Access to the historical photographs in the Sinclair Community College archival collection has been greatly enhanced. The following incident describes an example of the project's impact. Prior to the start of the OHRAB grant period, the archives received a request from the president's office seeking information and specifically photographs

Improving Access to Sinclair Community College Archives Historic Records Project

about a former foundation trustee board member and prominent Daytonian. This individual had recently passed away and the information needed was for the pending memorial service. At that time, approximately four photographs were located in the archives collection. Since the completion of the grant and the subsequent indexing and data entry of all the photographs, a search for same individual yielded an additional eight items for a total of 12 items.

Sinclair Community College will be celebrating its 125th birthday in 2012. In preparation, Sinclair has hired a part time employee and constituted an advisory board. One of the numerous activities being planned for this celebration is an historical perspective of the last ten to fifteen years that will bring Sinclair's written history up to date. In addition to significant historical developments over this time period, many photographs will be utilized in this document. Another idea under consideration for the celebration is a historical exhibit of photographs. The work accomplished as a result of this grant has made immense impact on the research for these projects. The ability to perform keyword searches successfully for individual names, events, buildings, etc will enable Sinclair to reach college alumni, community members and area businesses with an enhanced trove of historical information.

Due to the amount of time required to properly complete the indexing and data entry of the photographs, the transfer of some the historical materials not properly housed in archival containers was not completed. Sinclair intends to complete these activities, however, in-house using existing staff, interns and volunteers. Consequently, since the primary goal of increased access was definitely accomplished, the success of the grant was not diminished in any way.

To this point in time there has been no press/media coverage of the grant. However, Sinclair's plan is to include this information in the coverage of the 125 year celebration activities to be held in 2012.

R25U4S6B7 Example of database Entries

| Archives Box Inventory | | | |
|-------------------------------|-------------------------------|--|---------------|
| Box Number | Collection Name/Office | Material/Item/Record Series | Dates |
| R25U4S6B7 | Historical Materials | Photographs: People / classroom events | 1900s - 1990s |
| R25U4S6B7F01 | Historical Materials | Ned Sifferlin | 1965 |
| R25U4S6B7F02 | Historical Materials | President Dr. Marvin Knudson | 1950s-1960s |
| R25U4S6B7F03 | Historical Materials | C.C.Bussey | 1950s |
| R25U4S6B7F04 | Historical Materials | Tom Herine, Chamber of Commerce | 1993 |
| R25U4S6B7F05 | Historical Materials | Dennis Lettman | 1986 |
| R25U4S6B7F06 | Historical Materials | Rick Bomtchko | 1991 |
| R25U4S6B7F07 | Historical Materials | Hadeed Shafeer, Counselor | 1987 |
| R25U4S6B7F08 | Historical Materials | Financial Aid | 1984 |
| R25U4S6B7F09 | Historical Materials | Admissions | 1987 |
| R25U4S6B7F10 | Historical Materials | Financial Aid Open House | 1986 |
| R25U4S6B7F100 | Historical Materials | Students at Dayton YMCA College | 1968 |
| R25U4S6B7F101 | Historical Materials | Al Gore Visits Sinclair | 1992 |
| R25U4S6B7F11 | Historical Materials | Del Vaughann, CPPC | 1984 |
| R25U4S6B7F12 | Historical Materials | Modeling and Carving Class | 1893 |
| R25U4S6B7F13 | Historical Materials | Melvin A. Johnson, Graduate School of Commerce and Finance | 1930 |
| R25U4S6B7F14 | Historical Materials | Chris Poiuts Jr. Law School Graduate | 1930 |
| R25U4S6B7F15 | Historical Materials | Biology Class | 1938 |
| R25U4S6B7F16 | Historical Materials | Dayton YMCA College Day Division | 1948 |
| R25U4S6B7F17 | Historical Materials | Sinclair Class Visiting Standard Register Co. | 1952 |
| R25U4S6B7F18 | Historical Materials | Student in Typing Laboratory | 1967 |
| R25U4S6B7F19 | Historical Materials | Psychology Class | 1964 |
| R25U4S6B7F20 | Historical Materials | Business Class | 1984 |

R25U4S6B7 Example of database Entries

| Archives Box Inventory | | | |
|-------------------------------|-------------------------------|--|--------------|
| Box Number | Collection Name/Office | Material/Item/Record Series | Dates |
| R25U4S6B7F21 | Historical Materials | Cheerleaders | 1967 |
| R25U4S6B7F22 | Historical Materials | Cheerleaders | 1966 |
| R25U4S6B7F23 | Historical Materials | Mens Basketball Team | 1968-1969 |
| R25U4S6B7F24 | Historical Materials | Students Talking | 1972-1973 |
| R25U4S6B7F25 | Historical Materials | Dance Class | 1970 |
| R25U4S6B7F26 | Historical Materials | Josephine Cole | 1948 |
| R25U4S6B7F27 | Historical Materials | YMCA Municipal Building | 1920s |
| R25U4S6B7F28 | Historical Materials | Sight Singing and Choral Instruction | 1900-1910 |
| R25U4S6B7F29 | Historical Materials | Steam Engineering Class | 1906-07 |
| R25U4S6B7F30 | Historical Materials | First Aid Class | 1910 |
| R25U4S6B7F31 | Historical Materials | Business Class | 1948 |
| R25U4S6B7F32 | Historical Materials | Dayton School of Commerce and Finance, First Annual Fall Banquet | 1922 |
| R25U4S6B7F33 | Historical Materials | Faculty | 1898 |
| R25U4S6B7F34 | Historical Materials | Bookkeeping Student | 1920-30 |
| R25U4S6B7F35 | Historical Materials | First Aid Class | 1923 |
| R25U4S6B7F36 | Historical Materials | Chemistry Class | 1930 |
| R25U4S6B7F37 | Historical Materials | Typing Class | 1920s |
| R25U4S6B7F38 | Historical Materials | English Class | 1925 |
| R25U4S6B7F39 | Historical Materials | Civil Service Class | 1905-06 |
| R25U4S6B7F40 | Historical Materials | Student Assembly, Editor of Daily News Howard Britton | 1905 |
| R25U4S6B7F41 | Historical Materials | Sinclair Home YMCA | 1900s |
| R25U4S6B7F42 | Historical Materials | PED Swim Class | 1980s |
| R25U4S6B7F43 | Historical Materials | English Department | 1908 |

R25U4S6B7 Example of database Entries

| Archives Box Inventory | | | |
|-------------------------------|-------------------------------|--|--------------|
| Box Number | Collection Name/Office | Material/Item/Record Series | Dates |
| R25U4S6B7F44 | Historical Materials | YMCA Bible Class Room | 1900s |
| R25U4S6B7F45 | Historical Materials | Gospel Concert | 1988 |
| R25U4S6B7F46 | Historical Materials | Engineering Class | 1984 |
| R25U4S6B7F47 | Historical Materials | Mental Health Class | 1984 |
| R25U4S6B7F48 | Historical Materials | Allied Health | 1984 |
| R25U4S6B7F49 | Historical Materials | Sinclair Campus | 1986 |
| R25U4S6B7F50 | Historical Materials | Art Student | 1982 |
| R25U4S6B7F51 | Historical Materials | Biology Class, Paul Rab | 1984 |
| R25U4S6B7F52 | Historical Materials | Purchasing/Accounting | 1984 |
| R25U4S6B7F53 | Historical Materials | Extended Learning | 1984 |
| R25U4S6B7F54 | Historical Materials | Engineering Class | 1986 |
| R25U4S6B7F55 | Historical Materials | Sinclair Communicator Article with Dr. James Yuan and Family | 1980 |
| R25U4S6B7F56 | Historical Materials | Theatre Production | 1984 |
| R25U4S6B7F57 | Historical Materials | Fire Science Technology | 1969 |
| R25U4S6B7F58 | Historical Materials | Radiology Class | 1984 |
| R25U4S6B7F59 | Historical Materials | Respiratory Therapy Class | 1984 |
| R25U4S6B7F60 | Historical Materials | Fall Registration | 1976 |
| R25U4S6B7F61 | Historical Materials | LRC | 1986 |
| R25U4S6B7F62 | Historical Materials | Cad/Cam | 1980s |
| R25U4S6B7F63 | Historical Materials | Crime Lab Class | 1960s |
| R25U4S6B7F64 | Historical Materials | Nursing Class | 1978 |
| R25U4S6B7F64 | Memorabilia | Nurse's hat - photo of student wearing one | 1978 |
| R25U4S6B7F65 | Historical Materials | Students in Dining Hall at YMCA | 1900s |
| R25U4S6B7F66 | Historical | Mr. Powell, Mr. Noakes, and Dr. Pointz | 1980s |

R25U4S6B7 Example of database Entries

| Archives Box Inventory | | | |
|-------------------------------|-------------------------------|--|--------------|
| Box Number | Collection Name/Office | Material/Item/Record Series | Dates |
| | Materials | | |
| R25U4S6B7F67 | Historical Materials | Mr. and Mrs. Harold Rona | 1980 |
| R25U4S6B7F68 | Historical Materials | Dr. Ponitz | 1986 |
| R25U4S6B7F69 | Historical Materials | Dr. Ponitz and Governor Rhodes, Dedication of Rhodes Hall | 1981 |
| R25U4S6B7F70 | Historical Materials | Former President Bussey at Dedication of Rhodes Hall | 1981 |
| R25U4S6B7F71 | Historical Materials | Dr. Ponitz | 1980s |
| R25U4S6B7F72 | Historical Materials | Dr. Ponitz with Charles Exley, NCR Ceo 1987 | 1987 |
| R25U4S6B7F73 | Historical Materials | Dr. Ponitz at Graduation | 1987 |
| R25U4S6B7F74 | Historical Materials | Dr. Ponitz | 1980s |
| R25U4S6B7F75 | Historical Materials | Dr. Ponitz and Students | 1980s |
| R25U4S6B7F76 | Historical Materials | Dr. Ponitz, James Swiney, and Louis F. Polk at Campus Center Dedication | 1981 |
| R25U4S6B7F77 | Historical Materials | Dr. Ponitz and John Glenn | 1980 |
| R25U4S6B7F78 | Historical Materials | Dr. Ponitz Photographs | 1970-1990s |
| R25U4S6B7F79 | Historical Materials | Aerial of Sinclair Campus | 1993 |
| R25U4S6B7F80 | Historical Materials | Dr. Ponitz with Mr. Brooks and Mr. Price | 1989 |
| R25U4S6B7F81 | Historical Materials | Board of Trustee Members Dr. Ponitz, Virginia McNeal, Mary Kay Soter, and Charit Early | 1980 |
| R25U4S6B7F82 | Historical Materials | Dr. Ponitz at American Revolution Bicentennial | 1976 |
| R25U4S6B7F83 | Historical Materials | Dr. Ponitz and Charity Early | 1980 |
| R25U4S6B7F84 | Historical Materials | Dr. Ponitz with Unidentified Man | 1980s |
| R25U4S6B7F85 | Historical Materials | 1887 Building Replaced Dunlery House at Same Location. | 1887 |
| R25U4S6B7F86 | Historical Materials | 1887 First Building, Rented Reading Rooms | 1887 |
| R25U4S6B7F87 | Historical Materials | YMCA Building Under Construction (Now the Dayton Municipal Building | 1908 |
| R25U4S6B7F88 | Historical Materials | Building on Mary Belle Eaker's Property , future Dayton Municipal Building | 1908 |
| R25U4S6B7F89 | Historical | Boy's Division at 3rd and Ludlow | Early |

R25U4S6B7 Example of database Entries

| Archives Box Inventory | | | |
|-------------------------------|-------------------------------|---|--------------|
| Box Number | Collection Name/Office | Material/Item/Record Series | Dates |
| | Materials | | 1900s |
| R25U4S6B7F90 | Historical Materials | Model of Sinclair Campus | 1995 |
| R25U4S6B7F91 | Historical Materials | Building the Future Auction at Sinclair | 1997 |
| R25U4S6B7F92 | Historical Materials | YMCA Chapel | 1900s |
| R25U4S6B7F93 | Historical Materials | Bible Class | 1901-1902 |
| R25U4S6B7F94 | Historical Materials | Mechanical Drawing Class | 1890 |
| R25U4S6B7F95 | Historical Materials | 117 West Monument Avenue | 1929 |
| R25U4S6B7F96 | Historical Materials | Students of Sinclair | 1920-1930 |
| R25U4S6B7F97 | Historical Materials | Registration Day | 1964 |
| R25U4S6B7F98 | Historical Materials | Helen Withrow on Tour at Dayton Daily News for Journalism Class | 1948 |
| R25U4S6B7F99 | Historical Materials | Library | 1930-1940 |

R25U5S4B2 Example of database entries

| Archives Box Inventory | | | |
|-------------------------------|-------------------------------|---|---------------|
| Box Number | Collection Name/Office | Material/Item/Record Series | Dates |
| R25U5S4B2 | Historical Materials | Photographs: Portraits A - L | 1880s - 1930s |
| R25U5S4B2F01 | Historical Materials | YMCA Faculty | 1898 |
| R25U5S4B2F02 | Historical Materials | YMCA Faculty | 1928-1930 |
| R25U5S4B2F03 | Historical Materials | Harvey Allen, Physical Education Instructor | 1929 |
| R25U5S4B2F04 | Historical Materials | B.B. Bains | 1920-1930 |
| R25U5S4B2F05 | Historical Materials | E.J. Barney | 1910-1920 |
| R25U5S4B2F06 | Historical Materials | D.D. Battelle, Advanced Accounting Instructor | 1921 |
| R25U5S4B2F07 | Historical Materials | G.S. Battelle, Advanced Accounting Instructor | 1929 |
| R25U5S4B2F08 | Historical Materials | L.G. Battelle | 1910-1920 |
| R25U5S4B2F09 | Historical Materials | Nolan Rice Best | 1925 |
| R25U5S4B2F10 | Historical Materials | Daniel Blau | 1929 |
| R25U5S4B2F11 | Historical Materials | Gertrude Bonholzer, Class of 1926 | 1926 |
| R25U5S4B2F12 | Historical Materials | D.G. Boyd | 1920-1930 |
| R25U5S4B2F13 | Historical Materials | C. Brown | 1910 |
| R25U5S4B2F14 | Historical Materials | Herbert N. Casson | 1929 |
| R25U5S4B2F15 | Historical Materials | Lester Cecil | 1925-1930 |
| R25U5S4B2F16 | Historical Materials | R. Cowden | 1929 |
| R25U5S4B2F17 | Historical Materials | Otterbein Creager | 1928-1930 |
| R25U5S4B2F18 | Historical Materials | Ralph Cross | 1929 |
| R25U5S4B2F19 | Historical Materials | George Daniels | 1910-1920 |
| R25U5S4B2F20 | Historical Materials | C.T. Davis | 1910-1920 |
| R25U5S4B2F21 | Historical Materials | James J. Davis, Secretary of Labor | 1925 |
| R25U5S4B2F22 | Historical Materials | H.E. Deardorff, Electrical Engineering Instructor | 1920s |
| R25U5S4B2F23 | Historical Materials | Frank R. Dinwiddie | 1928 |
| R25U5S4B2F24 | Historical Materials | Myron V. Eckhardt | 1927 |
| R25U5S4B2F25 | Historical Materials | J.C. Fitzpatrick | 1920-1930 |
| R25U5S4B2F26 | Historical Materials | Frederick Flohr | 1920s |
| R25U5S4B2F27 | Historical Materials | T.B. Fordham | 1920-1930 |
| R25U5S4B2F28 | Historical Materials | Russell Freeman | 1924 |
| R25U5S4B2F29 | Historical Materials | Nathaniel Fulton | 1929 |
| R25U5S4B2F30 | Historical Materials | J.M. Garwood | 1910-1920 |
| R25U5S4B2F31 | Historical Materials | F.J. Graef | 1917-1918 |
| R25U5S4B2F32 | Historical Materials | L.N. Hayes | 1920s |
| R25U5S4B2F33 | Historical Materials | H.F. Heald | 1929 |
| R25U5S4B2F34 | Historical Materials | Paul H. Heisey | 1929 |
| R25U5S4B2F35 | Historical Materials | E. L. Horner | 1910 |
| R25U5S4B2F36 | Historical Materials | J.H. Howell, Salesmanship Instructor | 1920-1930 |
| R25U5S4B2F37 | Historical Materials | K.K. Huber, Class of 1927 | 1927 |
| R25U5S4B2F38 | Historical Materials | H.I. Imboden, Class of 1927 | 1927 |
| R25U5S4B2F39 | Historical Materials | Hugh Patrick Irving, Class of 1924 | 1924 |

R25U5S4B2 Example of database entries

| Archives Box Inventory | | | |
|-------------------------------|-------------------------------|--|------------------|
| Box Number | Collection Name/Office | Material/Item/Record Series | Dates |
| R25U5S4B2F40 | Historical Materials | J.K. Johnson, Associate Business Secretary and Auditor | 1929 |
| R25U5S4B2F41 | Historical Materials | R.K. Landis, Law School Instructor | 1929 |
| R25U5S4B2F42 | Historical Materials | H.F. Lauthan, Class of 1927 | 1927 |
| R25U5S4B2F43 | Historical Materials | J.M. Leach, Law School Instructor | 1929 |
| R25U5S4B2F44 | Historical Materials | Albert Loose | 1910 |
| R25U5S4B2F45 | Historical Materials | H.E. Lucas, Accounting Instructor | 1920-1930 |
| R25U5S4B2F46 | Historical Materials | William Lutzenberger, Pattern Maker | 1906-1908 |
| R25U5S4B3 | Historical Materials | Photographs: Portraits M-Z | 1880s - 1930s |

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|---|--------------------|-----------------|--------------------------|-----------------|
| Final Report, December 8, 2011 | | | | |
| Sinclair Archives Historical Records project | | | | |
| March 1, 2011 - December 31, 2011 | | | | |
| | OHRAB funds | Actual | SCC In-kind Match | Actual |
| Salaries and Wages | | | | |
| Salaries | | | | |
| Project Director - 10% of time | \$ - | \$ - | \$ 1,440 | \$ 1,440 |
| Administrative Assistant 2% of time) | \$ - | \$ - | \$ 504 | \$ 504 |
| Student Intern (@ \$12/hr for aprox. 160.5 hr) | \$ 1,926 | \$ 1,926 | \$ - | \$ 119 |
| Subtotal, Salaries and Wages | \$ 1,926 | \$ 1,926 | \$ 1,944 | \$ 2,063 |
| Fringe Benefits | | | | |
| Project Director (@16%) | \$ - | \$ - | \$ 230 | \$ 230 |
| Administrative Assistant (@16%) | \$ - | \$ - | \$ 81 | \$ 81 |
| Student Intern (@16%) | \$ 308 | \$ 308 | \$ - | \$ 19 |
| Subtotal, Fringe Benefits | \$ 308 | \$ 308 | \$ 311 | \$ 330 |
| Consumables | | | | |
| Archival storage containers | \$ - | \$ - | \$ 586 | \$ 308 |
| Archival folders | | \$ - | \$ 409 | \$ 60 |
| Archival labels | | \$ - | | |
| Printing and Duplicating | \$ - | \$ - | | |
| Subtotal, Consumable Supplies | \$ - | \$ - | \$ 996 | \$ 368 |
| Equipment | | | | |
| List | \$ - | | | |
| Subtotal, Equipment | \$ - | | | |
| TOTAL PROJECT COSTS | \$ 2,234 | \$ 2,234 | \$ 3,251 | \$ 2,761 |