



Riley Museum IMLS Town and Gown Stabilization Project

Project Content Narrative To be Shared on JGRCM, TCC and FAAHPN Websites

Project Content Area	Narrative
Memorandum of Understanding	<p>The John G. Riley Center/Museum submitted a proposal to the Institute of Museum and Library Services (IMLS) that resulted in a grant award for “The Town and Gown Stabilization Project.” The project was initiated with a Memorandum of Understanding (MOU) that was executed between Tallahassee Community College Board of Trustees (TCC) and the John G. Riley Foundation, Incorporated (JGRCM) with a mission to design and implement a system that will collect, unify, coordinate and preserve Florida’s African-American history through the resources, expertise and assets of an institution of higher education and a community based cultural institution.</p> <p>The executed MOU contained the following key provisions:</p> <ul style="list-style-type: none"> ▪ Mission ▪ Purpose and Scope ▪ Objectives ▪ Responsibilities and Obligations of the Parties ▪ Services Cooperation ▪ Term ▪ General Provisions ▪ Limitation of Liability ▪ Notice ▪ Governing Law ▪ Severability ▪ Assignment ▪ Entire Understanding <p>This agreement formed the foundation of project operations between TCC and JGRCM.</p>
Policies and Procedures	<p>Town and Gown Stabilization Project Steering Committee and Task Force members developed a Policies and Procedures Manual as a guideline and rules for joint operations between the Tallahassee Community College and the John G. Riley Center/Museum. An Operating Policies and Procedures Handbook was approved by the Steering Committee and Task Force that included provisions for the following:</p> <ul style="list-style-type: none"> ▪ Mission ▪ Vision

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	<ul style="list-style-type: none"> ▪ Values ▪ Code of Ethics ▪ Governance ▪ Professional Standards ▪ General Administrative Structure and Financial Management ▪ Collections Policy (including Acquisition, Accessioning, Deaccessioning Disposals, Object Numbering, Labelling and Marking, Loan Condition Reports, Storage, Moving and Handling, Photography, Insurance, Public Access, Display and Exhibition, and Collections Research) ▪ Visitor Policy ▪ Employee Handbook ▪ Appendix of all John G. Riley Center/Museum for African American History and Culture Forms
Mission Statement	To design and implement a system that will collect, unify, coordinate and preserve Florida’s African American history through resources, expertise and assets of an institution of higher education and a community based cultural institution.
Goals and Objectives	<p>Members of the project’s Steering Committee and Task Force developed and adopted the following goals:</p> <p>This project supports IMLS’ goal to promote museums and libraries as strong community anchors that enhance civic engagement, cultural opportunities and economic vitality. The project will address the following three IMLS activities:</p> <ol style="list-style-type: none"> 1) Fostering partnerships among museums and institutions of higher education to address challenges facing the African American Museum community, 2) Creating and supporting internships and fellowships, including recruitment, supervision, mentoring and training of interns and fellows, and 3) Implementing recommendations or action plans from planning activities.
Project Framework	At the Town and Gown Stabilization Project’s onset, Dr. Tameka Hobbs of Valdosta State University created a prototype of an interdisciplinary curriculum for a program operating at an institution of higher education in collaboration with a community based cultural institution designed to expose students to careers in public history, heritage tourism and museum studies of the African Diaspora with John G. Riley Center/Museum (JGRCM) as a lab/incubator partner.

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	<p>Tallahassee Community College (TCC) partnered with JGRCM in execution and delivery of the Town and Gown Stabilization Project. TCC's project contributions and accomplishments are as follows:</p> <ul style="list-style-type: none"> ▪ Developed an academic map to guide students who had an interest in transferring to FSU or FAMU to major in Museum Studies. The map has been shared with students who are enrolled in art related classes as well as the African American History and traditional history classes. ▪ Created a flyer to share with students. It was emailed to several art classes, the African American History and traditional history classes. ▪ Held an awareness meeting for students who had an interest in Museum Studies. TCC Art Faculty Julie Baroody-Schmidtman led the meeting. Julie shared a power point with the students who attended the meeting. ▪ Selected one student to participate in the internship. The student completed the application process using TCC's internship program and has begun working at the Riley Museum. TCC is currently advertising for the Spring 2019 semester. ▪ Some faculty require students to visit a museum and write a research paper on the museum. The Riley Museum is one of the museums listed that students can visit. This assignment has been required for several years and continues this year. Several students visited the Riley Museum and submit their paper on its rich history and culture within the community. ▪ Established a Museum Studies Student engagement program. Students involved in the program will meet once a month to increase their awareness of museums and possible career goals. ▪ TCC's October meeting consisted of an orientation of the program and recruitment efforts for the internship. ▪ The November meeting consisted of a trip to the Riley Museum in order to expose students to an African American museum. ▪ January 2019 will consist of a Ted Talk to discuss career opportunities in Museum Studies. ▪ February 2019 guest speaker will be provided by the Riley Museum.

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	<ul style="list-style-type: none"> ▪ March 2019 – TBA <p>TCC students participate in a Town and Gown Project Internship at the JGRCM. Interns work 12 -20 hours per week during the Riley Museum hours and at the TCC Riley Archives. Internship Program qualifications include:</p> <ul style="list-style-type: none"> ▪ Good work ethics; ▪ Good public presentation/representation to greet the public; ▪ A team worker but ability to complete task independently; ▪ Ability to multi-task and good verbal and written skills; ▪ Creative, tech- savvy students are ideal. <p>General job duties are to provide general assistance with museum duties including: Communications, Exhibit programming, Tour Docent, Event planning and implementation and Archival assistance. Internship Program work is supervised by a Senior Staff position.</p>
<p>Training and Integration of Current and New Staff of Tallahassee Community College and John G. Riley Center/Museum</p>	<p>The content for Town and Gown training sessions includes, but not be limited to:</p> <ul style="list-style-type: none"> ▪ The concept of project and expectations at conclusion; ▪ Collaborative activities that transition into an understanding of various types of museums, information/artifact; ▪ Language of the industry; ▪ Preservation and how this process impacts museums; and ▪ Overall functioning and the role of JGRCM and TCC to participate regularly in meetings of the Steering and Task Force in order to ensure that the project is attaining its goal. <p>The JGRCM staff members are kept abreast of the progress and are keeping record of TCC involvement and presence at the Riley House generated as a result of the grant. The JGRCM Board of Directors is updated on the project at every other month meeting of the Board.</p>
<p>Staff Meetings</p>	<p>The Project Director has held three (3) meetings with the grant partnership leader, Dr. Jim Murdaugh, President of Tallahassee Community College (TCC), at grant project intervals. The purpose is to keep him updated on progress, address changes, needs, scope, vision and continued application of the elements of the Memorandum of Understanding and share the potential for the “Town and Gown” to be a successful partnership model</p>

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	<p>from the perspective of the college. Likewise, the Project Director and Evaluator have met on a continuous basis regarding the project vision, expectations and update as it relates to progress and steps toward implementation of the goals and purpose of the Town and Gown grant project.</p>
<p>Conducting Inventory of Material Culture, Properties, Assets and Liabilities of Both Institutional Partners</p>	<p>The Education Director at JGRCM, Michael Johnson, completed an inventory of its collections and other holdings at the historic Riley House. The archival collection remains at the college in a special restored area of the library – The Riley Archive at TCC. The college continues to fund a part-time employee to provide care and management of the archive.</p>
<p>Sunset Review Committee</p>	<p>Members of the Town and Gown Stabilization Project Sunset Review Committee were identified and charged with the task of tracking the project for the purpose of evaluating/ determining successes and weaknesses. Further, the Sunset Review Committee will make recommendations at the end of the two-year pilot regarding the future direction; e.g. to extend the pilot period funded by multiple sources, engage in discussion of the possibility and practicality of fuller integration of the entities and/or merger and work with the Administrative Offices of each to help chart the next best course.</p>
<p>Project Guide Book</p>	<p>All created documents including the MOU, Project Strategic Model, Schedules and Adherence to, on campus Museum Studies curriculum activities and any other that will help convey the concept of a Town and Gown partnership strategy between a community college and community-based museum as an approach to enhance sustainability will be compiled and included in a final production of a Project Guide Book. Conveyed also will be the process of how one organization, the JGRCM, explored a sustainable model for operations and management with potential to build capacity of a community based non-profit museum. Moreover, the result is to encourage a greater interest of students to enter Museum Management upon transfer to a four-year institution. The Project Guide Book will be shared with directories of the applicant and partner.</p>
<p>Evaluations and Assessments of Staff and Project Progress</p>	<p>Responsibilities and duties of Town and Gown Project Evaluation and Tracking were professionally contracted in documenting each phase of the project. Now at the end of project year one (1), data gathering is in progress, delivery of performance measures and expectations are being reviewed and analyzed, anecdotal sources are being interviewed, and a written report of findings and recommendations is currently</p>

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	<p>being developed. Specifically, the following evaluation activities have taken place by the contracted Project Evaluator:</p> <ol style="list-style-type: none"> 1. An initial meeting was held with JGRCM CEO, Althemese Barnes, to discuss goals, objectives and the organizational structure of the John Gilmore Riley Center/Museum for African American History & Culture, Inc. "Town and Grown Stabilization" grant. Additional project meetings were held not less than every five (5) to six (6) weeks to discuss project direction and specific areas of review to include new accomplishments and/or changes. One-on-one session updates encompassed all aspects of the program. 2. A review of operating policies and procedures was conducted. 3. Attendance at the Board's John G. Riley Center/Museum 2017- 2020 Strategic Plan Matrix Workshop illuminated highlights of the organization and project's mission, objectives, performance measures, responsibilities and timelines. 4. Hiring and training of John Gilmore Riley Center/Museum staff is ongoing and a collaborative effort of TCC and JGRCM. 5. Attendance at scheduled Riley Museum IMLS Town and Ground Stabilization Project Steering Committee and Task Force Meetings afforded on-going project updates and information. 6. Anecdotal interviews are currently being conducted with all parties including Steering Committee members, Task Force members and staff to assess project progress and overall accomplishment of goals and objectives in year one. Project recommendations will be provided based upon findings obtained from all parties. <p>Project Evaluation and Assessment results will be shared with the key project leadership.</p>