

SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

11555 Old Oregon Trail, Redding, CA 96003

P.O. Box 496006, Redding, CA 96049-6006

Telephone (530) 242-7500



2025 Innovation Mini-Grant Agreement

This 2025 Innovation Mini-Grant Agreement (hereinafter referred to as "AGREEMENT") is entered into by and between the **Shasta-Tehama-Trinity Joint Community College District** (hereinafter referred to as "DISTRICT") on behalf of the sponsored grant program Innovation Mini-Grants, and the **Shasta College Office of Institutional Research** (hereinafter referred to as "GRANTEE"), to perform the work which is more particularly set forth in this AGREEMENT and in the Attachments attached hereto and incorporated into this AGREEMENT by this reference.

RECITALS

WHEREAS, the District has awarded a grant for the purpose of implementing the project, **Automating Dashboards with Power BI**, (hereinafter referred to as "Project");

WHEREAS, the DISTRICT and the GRANTEE desire to enter into an agreement calling for management of this innovative Project;

NOW, THEREFORE, the parties mutually agree as follows:

1. STATEMENT OF WORK. The GRANTEE shall perform the work related to consultants & I.T training stated in Attachment A, 2025 Innovation Mini-Grant Application (hereinafter referred to as "Work").
2. TERM. The term of this AGREEMENT shall commence on **July 1, 2025**, and shall expire **December 31, 2026**.
3. ALLOWABLE COSTS. The total amount of funds made available to GRANTEE under this AGREEMENT shall not exceed **\$10,000**, as specified in Attachment B, 2025 Approved Budget Worksheet. The DISTRICT shall establish budget codes on behalf of the GRANTEE. In no event shall funding be made available prior to the TERM of this AGREEMENT. Allowable costs under this AGREEMENT shall be determined in accordance with the DISTRICTS established policies and procedures and in conjunction with Attachment B, 2025 Approved Budget Worksheet.
4. SEPARATE ACCOUNTING. The DISTRICT will establish separate accounts for all funds specified in this AGREEMENT. The GRANTEE will use the funds to perform the Work specified in Attachment A, Mini Grant Proposal. As applicable, the GRANTEE and/or their Department authorized representative shall complete District required forms including, but not limited to, Authorizations for Hire, Purchase Requisitions, and Travel Requests. Authorizations required to process forms or transactions shall be obtained through the GRANTEES department. In addition, the GRANTEE agrees to establish and maintain such accounting and documentation of expenditures to satisfy the requirements of the DISTRICT.
5. BUDGET. The Budget, Attachment B, lists costs and categories of costs approved to fund the GRANTEES performance of the Work. In no event shall the GRANTEE expend a single line item by 15% or more of the approved budget without prior written approval from the DISTRICT. In no event shall the GRANTEE exceed the approved budget. In the event the approved budget is exceeded the

GRANTEES division/department will be responsible to pay those costs. Any budgeted funds not expended by the end of the grant will be returned to the DISTRICT.

6. REPORTING. GRANTEE agrees to provide written and/or verbal reports during and after the term of this AGREEMENT. Reports shall be submitted to the Office of Grant Development, with a Mid-Cycle report due March 30, 2026, and a Final Report due January 31, 2027. Mid-Cycle and Final Reporting shall be completed using Attachment B, 2025 Approved Budget Worksheet; Attachment C, Mid-Cycle Report; and Attachment D, Final Report.

7. AUTHORIZED REPRESENTATIVES. For the purpose of this AGREEMENT, the individuals signatures at the end of this document are hereby designated representatives of the respective parties.

8. ASSIGNMENT. The GRANTEE may not assign, transfer or sub-award any part of this AGREEMENT, any interest herein or claims hereunder, without the prior, written approval of the DISTRICT.

9. CHANGES. By mutual written consent, the GRANTEE and the DISTRICT may make changes to the Work and to the terms of this AGREEMENT. Any such changes shall be in the form of a written amendment signed by authorized representatives of the GRANTEE and the DISTRICT.

10. EQUIPMENT. Upon termination of this AGREEMENT, equipment furnished or purchased by the GRANTEE for the project shall be retained by the DISTRICT.

11. CONTACTS. For all matters concerning the terms or changes to this Agreement, the GRANTEE shall contact:


Amy Schutter
Director of Grant Development
aschutter@shastacollege.edu
530-242-7613

12. ENTIRE AGREEMENT. This AGREEMENT is the complete agreement of the GRANTEE and the DISTRICT and supersedes all prior understandings regarding the Work.

IN WITNESS WHEREOF, the respective parties have executed this AGREEMENT on the dates indicated below.

DISTRICT / GRANTEE

By: Amy Schutter
Amy Schutter, Director of Grant Development Date

By: 
Kate Mahar (06/12/2025 14:59 PDT)
Dr. Kate Mahar, Assoc. Vice President, Strategic Initiatives/SCAILE Date

By: William Breitbach
Will Breitbach, Assoc. Vice President, Instructional Initiatives Date

By: Cassie Leal
Cassie Leal, Director of Institutional Research Date

2025 Approved Innovation Mini-Grant Budget Worksheet

Attachment B

Project Name:	MG1-Automating Dashboards with PowerBI		Department	Research		
BUDGET ITEM	QUANTITY & DESCRIPTION		BUDGET	Costs 7/1/25-6/30/26	Costs 7/1/26-12/31/26	TOTALS
EMPLOYEE COSTS						
Faculty Stipend \$50/per hour <i>STRS-applicable work.</i> Object Code: I-130000/NI-140000			0.00	0.00	0	0
Student Worker Object Codes: I-247000/ NI-237000			0.00	0.00	0	0
ESTIMATED BENEFIT COSTS, automatically calculated using the percentages listed						
Faculty Stipend Total multiplied by	22.40%	Estimated Benefits Total Cost	0	0.00	0	0
Student Worker Total multiplied by	1.75%	Estimated Benefits Total Cost	0	0.00	0	0
SUPPLIES						
Event refreshments, testing materials, SWAG etc. Object Codes: I-430000/ NI-439900			0.00	0.00	0	0
STUDENT AID:						
Must be reported to Financial Aid Educational fees, meals, transportation /bookstore vouchers. Object Code: 761xxx			0.00	0.00	0	0
EQUIPMENT/FACILITIES						
RENTALS Object Codes: 520000/ 521100			0.00	0.00	0	0
EQUIPMENT						
(\$0-\$4,999.99 Not Tagged) (Refer to the Business Office "Fixed Asset (Equipment) Purchases") Object Code: 640000			0.00	0.00	0	0
EQUIPMENT						
(\$5,000 or greater Tagged) (Refer to the Business Office "Fixed Asset (Equipment) Purchases") Object Code: 649000			0.00	0.00	0	0
POSTAGE/ADVERTISING						
Postage costs or to place a newspaper, radio or web-based ad.Object codes: 508000/590400			0.00	0.00	0	0
PRINTING						
Purchases including posters, flyers, brochures & classroom materials. Object Code: 590500			0.00	0.00	0	0
SERVICE FEES/OTHER CHARGES Contracted work including speakers, trainers & other professional srvs. Ad [REDACTED]		Consultants for development of SEM dashboards, and Integration training for IT Staff	10000.	0.00	0.00	10000
SOFTWARE						
Software-related licenses and purchases. Object Code: 578000			0.00	0.00	0	0
TRAVEL/OTHER TRAVEL						
Staff/Other & Student Field Trip costs. Object Codes: Staff: 511000/ Other Travel:511100/ Field Trips:591100			0.00	0.00	0	0
TOTALS	Note: The "Balance" and "Totals" columns auto-calculate		10000	0	0	10000

2025 Innovation Mini-Grant Application



Applicant:	Cassie Leal
Division/Dept. Name:	Institutional Research
Project Title:	Innovating Institutional Research: Automating Dashboards with PowerBI
Focus Area:	<input type="checkbox"/> Pedagogy <input checked="" type="checkbox"/> Closing Achievement Gaps <input checked="" type="checkbox"/> Other

Project Overview

Describe how the proposed project aligns with one or more of the following themes. Explain how the project is innovative and addresses challenges or opportunities in these areas.

- Evidence-based teaching and learning strategies
- Meeting course learning outcomes in the age of AI
- Increasing non-credit course offerings
- Increasing certificate and degree completion
- Improving online learning
- Increasing success, retention, and persistence
- Reducing achievement gaps
- Other (please provide rationale if not applicable to above)

The Research Office at Shasta College seeks funding to implement PowerBI, a powerful data visualization and analytics tool, to automate dashboard creation and streamline data reporting processes. This automation will free up valuable staff time, allowing our team to focus on deeper engagement with faculty and staff on research projects, strategic enrollment management (SEM), and equity-focused discussions. Additionally, the cost-effective implementation—leveraging SQL Enterprise for free access to PowerBI and low-cost builder license—will significantly reduce expenses compared to our current solution. This funding will close the gap while we are paying for multiple services. Eventually, Tableau will be phased out creating an overall cost-savings for the District

To accelerate implementation, we plan to allocate a portion of the grant funding to hire consultants over the summer to assist in the development of SEM dashboards and training for Research Office staff. This will speed up the process and ensure that scheduling tools are available to scheduling managers as soon as possible. By expediting development, we can enhance data-driven decision-making for course scheduling and enrollment planning in time for the next scheduling cycle.

Alignment with Grant Themes:

1. Increasing Certificate and Degree Completion

PowerBI will support the development of interactive dashboards that help faculty and administrators track student progression and identify areas for intervention. By making real-time enrollment, retention, and completion data more accessible, departments can proactively support students on their path to certificates and degrees.

2. Increasing Success, Retention, and Persistence

Automated dashboards will provide up-to-date insights into student performance, allowing for timely, data-informed interventions. Faculty and student support services will be able to use these tools to monitor key success indicators, such as course completion rates and equity gaps, that can help lead to improved student persistence.

3. Reducing Achievement Gaps

PowerBI's capabilities will enhance equity-focused research by making disaggregated data more accessible to faculty and leadership. This will facilitate deeper discussions and targeted strategies to close achievement gaps, ensuring that all student populations receive the support they need to succeed.

Innovation and Addressing Challenges:

The current approach to dashboard maintenance at Shasta College requires significant manual effort, limiting the capacity of the Research Office to engage in one-on-one discussions with departments on actionable insights. By automating these dashboards with PowerBI, we can shift from routine data production to meaningful collaboration with faculty and staff. Additionally, hiring consultants over the summer will accelerate the development of SEM dashboards, allowing scheduling managers to access critical data tools months sooner than would otherwise be possible.

**Student
Impact**

The primary focus of the Innovation mini-grant program is to positively impact student learning and success. Please describe the following:

- Which course or program learning outcomes (PLOs/SLOs) does your project aim to improve?
- How will your project enhance equity, engagement, or access for students?
- How will it improve student outcomes (e.g., success, retention, persistence)?
- Does your project address achievement gaps? If so, how?
- How will you measure the results of the project? How will results be documented? (Consult with Institutional Research as needed.)

The implementation of PowerBI will directly enhance student success by improving access to timely, actionable data that informs decision-making across academic and support programs. This project will support program and course learning outcomes (PLOs/SLOs) by providing faculty and administrators with interactive dashboards that track student performance, identify trends, and highlight areas for targeted intervention.

Enhancing Equity, Engagement, and Access

PowerBI will improve equity by enabling faculty and student support teams to analyze disaggregated data more effectively, ensuring that interventions are tailored to students who need them most. By making data more accessible and interactive, the project will also foster greater engagement with student success initiatives across the college, helping faculty and staff proactively address barriers to completion.

Improving Student Outcomes

By automating dashboards for strategic enrollment management (SEM), SLO assessment results, and program review, this project will improve student success, retention, and persistence by:

- Providing access to up-to-date data related to program review and SLO results
- Enhancing faculty and staff ability to support students through data-driven decision-making.
- Identifying course and program bottlenecks that may impact completion rates.

Addressing Achievement Gaps

Through equity-focused reporting, PowerBI will help Shasta College identify and address disparities in success rates among different student populations. Faculty and leadership will have greater visibility into achievement gaps, enabling the development of targeted strategies to close them and promote student success.

Measuring and Documenting Results

The Research Office will track the effectiveness of this project through:

- Usage metrics for PowerBI dashboards (e.g., frequency of access by faculty/staff).
- Faculty and staff feedback groups to assess the impact of tools and dashboards on decision-making.

Findings will be used to inform ongoing improvement to the tools and dashboards to make them more effective and usable by stakeholders.

Collaboration

Collaboration is essential for scaling and sustaining innovative projects.

Please:

- List internal and/or external collaborative partners involved in the project (Across campus? Across academic segments? Community?)
- Confirm that the partners are aware of the project and describe their roles and responsibilities in implementation

The successful implementation of PowerBI at Shasta College will rely on strong collaboration with key internal partners across campus. These partnerships will ensure that the tool is effectively integrated into institutional processes and that it supports data-driven decision-making at all levels.

Internal Collaborative Partners

1. Scheduling Managers – Scheduling managers will use PowerBI dashboards to analyze enrollment trends, course fill rates, and student demand patterns. Their input will help ensure that data tools align with the needs of strategic enrollment management (SEM) and course scheduling optimization.
2. Program Review Committee – The committee will incorporate PowerBI dashboards into the program review process, providing departments with real-time, interactive data to assess program effectiveness, student outcomes, and resource allocation.
3. Student Services Representatives – Representatives from the student support areas will use PowerBI to track student success indicators, identify at-risk students, and implement targeted interventions. Their collaboration will ensure that equity-driven strategies are informed by real-time data.

Collaboration for Scaling and Sustainability

We have shared our interest in adopting PowerBI with the IT office and partners on campus. Their involvement will ensure that PowerBI is not just a research tool but an integrated resource that supports faculty, staff, and administrators in making data-informed decisions. Regular training sessions and workshops will be offered to build capacity for using PowerBI across campus, ensuring long-term adoption and sustainability.

By working together, these campus partners will help scale the use of PowerBI, embedding it into institutional processes to enhance student success, improve equity efforts, and support continuous improvement initiatives at Shasta College.

Future Possibilities

The Shasta College mini-grants initiative provides the testing ground for innovative ideas and pilot projects that may be used on a broader scale.

Please address how your proposed project is:

- Replicable (easily shared with other campus programs)
- Scalable
- Cost-Effective (e.g., through number of students served; through District efficiencies increasing service to students; or if scaling up will prove cost-effective)

(Please consult with SCALE/Innovation Office if needed kmahar@shastacollege.edu.)

Cost-Effectiveness

PowerBI presents a highly cost-effective solution for enhancing institutional efficiency and student success initiatives at Shasta College. The total investment includes an annual cost of \$1,400 to upgrade a core to SQL Enterprise, which provides free access to PowerBI, plus an ongoing \$25 per year per builder license. This minimal expense will significantly reduce the manual workload of the Research Office, allowing staff to focus on high-impact collaboration with faculty and staff on equity initiatives, student success strategies, and program improvement efforts. The Research Office is prepared to carry the cost of the SQL Enterprise annual fee and licenses once the grant is exhausted.

By automating dashboards, the project will also improve efficiency across departments. Scheduling managers, faculty, and student services staff will have real-time, self-service access to critical data, reducing redundant requests and streamlining decision-making. As PowerBI becomes integrated into strategic enrollment management, program review, SLO, and student support planning, the return on investment will continue to grow—ensuring a financially sustainable approach to data-driven decision-making at Shasta College.

Logistics/ Timeline

The mini-grant cycle (planning, implementation, and evaluation) is a maximum of 18 months (Fall-Spring-Fall). Ensure that:

- Your project can be completed within 18 months
- If any portion of your project involves Physical Plant or I.T., you consult the identified personnel listed below
- Other funds do not exist to implement your project

Please create an estimated timeline for each of the major components of your proposal.

I.T. approval is required, if your project includes any technology-related needs.

Contact Michael Saechao at 530-242-7994 or msaechao@shastacollege.edu to discuss and receive approval.

Physical Plant approval is required, if your project includes changes to facilities.

Contact Isabella Greenleaf at 530-242-8617 or igreenleaf@shastacollege.edu to discuss and receive approval.

Phase 1: Project Initiation & Planning Months 1-2

- Secure grant funding and finalize project scope
- Purchase SQL Enterprise upgrade and PowerBI licenses
- Identify key stakeholders and form an implementation team
- Develop a detailed work plan, including consultant hiring process
- Integration training for IT staff

Phase 2: Consultant Engagement & Dashboard Development Months 3-4

- Hire consultants to assist with SEM dashboard development and training
- Train Research Office staff
- Begin building automated dashboards for scheduling managers
- Pilot initial SEM dashboards with a small group of users and refine based on feedback

Phase 3: Expansion & Training Months 4-5

- Research Office expand dashboard development to support program review, SLO assessment results, and student services
- Develop training materials and workshops for faculty, staff, and administrators
- Provide training to scheduling managers on using SEM dashboards for enrollment planning
- Gather user feedback and make iterative improvements to dashboard functionality

Phase 4: Full Implementation & Assessment Months 6-8

- Fully integrate PowerBI dashboards into scheduling, SLO evaluation, and program review processes
- Monitor adoption rates and effectiveness of dashboards
- Collect feedback from faculty, staff, and administrators
- Assess the impact on decision-making, efficiency
- Document results and adjust.

Signatures are required prior to submitting the application to the Office of Grant Development.

Electronic signatures are acceptable

Due by April 1, 2025 at 5:00 p.m.

Applicant(s) Signature	Cassie Leal Digitally signed by Cassie Leal Date: 2025.03.25 09:31:07 -07'00'
Dean or Supervisor's Signature (required)	Will Breitbach Digitally signed by Will Breitbach Date: 2025.03.25 13:03:55 -07'00'
I.T. Consulted (if needed) (Signature)	Wayne C. Webster Digitally signed by Wayne C. Webster Date: 2025.03.25 10:09:22 -07'00'
Physical Plant Consulted (if needed) (Signature)	

Rev. 2.25.2025

2025 Innovation Mini-Grant Application Budget

This form is the proposed budget for your project. Please itemize all costs necessary to complete your project during the 18-month grant term.

Allowable Costs:

- ✓ Faculty may receive a stipend for project-related work above and beyond their normal duties as a faculty member. Stipends are calculated at the professional expert rate and timecards must be kept and submitted for payment. Estimate the total hours you estimate it will take to complete the project. See “example calculation” to determine the total stipend for each person working on the project.
Example calculation: 50 hours of work multiplied by \$50./hour = \$2,500 total stipend (enter this in the “TOTALS” line)
- ✓ Classified employees & Administrators are not eligible for additional compensation. Any work performed must be included in the regular workday/schedule.
- ✓ Student Workers will be paid at the current minimum wage.
- ✓ You may hire temporary contractors if your project requires this type of work. List these services under “Service Fees/Other Charges.”
- ✓ Student gift cards or incentives are allowable but must follow Business Office guidelines and be reported to Financial Aid.

Unallowable Costs:

- ❖ Hiring new staff.
- ❖ Release time will not be approved to complete the work related to this project.

Project Title:	Innovating Institutional Research: Automating Dashboards with PowerBI
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BUDGET ITEM	QUANTITY & DESCRIPTION	TOTALS
EMPLOYEE COSTS		
Faculty Stipend: STRS-applicable work. Estimate the number of hours needed x \$50 per hour. Stipends are subject to taxes and benefit deductions.		\$ 0.00
		\$ 0.00
		\$ 0.00
		\$ 0.00
		\$ 0.00
		\$ 0.00
Student Worker:		\$ 0.00
		\$ 0.00
		\$ 0.00
		\$ 0.00
		\$ 0.00
		\$ 0.00
ESTIMATED BENEFIT COSTS - This section will automatically calculate the total based on the total listed in the Employee Costs section		
Faculty Stipend Total multiplied by	22.40%	Totals Automatically Calculated
Student Worker Total multiplied by	1.75%	
		\$ 0.00
		\$ 0.00

BUDGET ITEM	QUANTITY & DESCRIPTION	Attachment A	TOTALS
SUPPLIES: Event refreshments, testing materials, promotional items, etc.			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
STUDENT AID: Must be reported to Financial Aid. Educational fees, meals, transportation/bookstore vouchers, and other gift cards/incentives with a monetary value.			\$ 0.00
			\$ 0.00
			\$ 0.00
FACILITY RENTALS:			\$ 0.00
			\$ 0.00
			\$ 0.00
EQUIPMENT (\$0-\$4,999.99 Not Tagged): (Refer to the Business Office "Fixed Asset (Equipment) Purchases" for info.).			\$ 0.00
			\$ 0.00
			\$ 0.00
EQUIPMENT (\$5,000 or greater Tagged): (Refer to the Business Office "Fixed Asset (Equipment) Purchases" for info).			\$ 0.00
			\$ 0.00
			\$ 0.00
POSTAGE/ADVERTISING: Postage, costs to place a printed, radio or web-based ad.			\$ 0.00
			\$ 0.00
			\$ 0.00
PRINTING: Printing-related items, such as posters, flyers, brochures, and classroom materials/manuals.			\$ 0.00
			\$ 0.00
SERVICE FEES/OTHER CHARGES: Contracted work such as speakers, trainers, and other professional services.	Consultants for the development of SEM dashboards		\$ 8,000.00
	Integration training for IT staff		\$ 2,000.00
			\$ 0.00
SOFTWARE: Software-related licenses and purchases.	At least one core upgrade to SQL Enterprise to cover the first two years of the annual fee		\$ 3,000.00
	PowerBI Builder Licenses (x3) \$26 each		\$ 80.00
			\$ 0.00
TRAVEL/OTHER TRAVEL: Staff/Other & Student Field Trip costs.			\$ 0.00
			\$ 0.00
			\$ 0.00
		BUDGET TOTAL	\$ 13,080.00

If you have questions, please contact: Amy Schutter, Director of Grant Development at aschutter@shastacollege.edu or 530.242.7613.