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 **Extended Education – Tehama Campus** (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 entitled **Anatomy Support - Tehama** (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 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 **$15,022,** 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 individual 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 the authorized representative of the DISTRICT and GRANTEE.

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 Digitally signed by Amy Schutter Date: 2025.06.06 08:22:58 -07'00'
Amy Schutter, Director of Grant Development Date

By: Kate Mahar (06/10/2025 22:11 PDT)
Dr. Kate Mahar, Assoc. Vice President, Strategic Initiatives/SCAILE Date

By: _____
Billy Miller, Dean of Extended Education Date

By: _____
Andrew Vines, Dean of Science, Language Arts, and Math Date

2025 Approved Innovation Mini-Grant Budget Worksheet

Attachment B

Project Name:	MG6 Improve anatomy student support outside of the classroom at Tehama Campus	**Department**	SLAM /Biology

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 *STRS-applicable work.* 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 Instr[redacted] Non-	24 different types of anatomy models and posters	15022.00	0.00		0.00	15022
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)** [redacted]		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. Object Codes: 530000/573000		0.00	0.00		0	0
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**	15022	0		0	15022

2025 Innovation Mini-Grant Application

Applicant:	Larisa Wiggins
Division/Dept. Name:	SLAM/ BIOLOGY
Project Title:	Improve anatomy student support outside of the classroom at Tehama campus.
Focus Area:	☐ Pedagogy ☑ Closing Achievement Gaps ☑ 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 aims of this project:
1) To increase student success, retention, and persistence,
2) To reduce student achievement gaps.

Project Proposal:

We seek funding to purchase anatomy models and posters for use in the Tehama Campus Tutoring and Learning Center (TLC). This will allow students to access these resources outside of class to reinforce their understanding and retention of important anatomical structures through hands-on learning.

Currently, the Tehama campus TLC does not have anatomy models available for student to use. The existing solution is for students to commute about 34 miles to the Tutoring and Learning Center on the main campus in order to access models/tutors. The expense of gas and drive time places an additional hardship on students and reduces learning equity. In addition, there are limited numbers of models available at the main campus and unfortunately, on more than one occasion, students who have traveled to the main campus have found that the models were unavailable because other students were using them. Having models available at the Tehama Campus TLC will not only provide students with the needed materials to learn, it will also ease the demand for these resources at the main campus.

The opportunity to engage with anatomy models outside of class is critical for student success and learning equity. Hands-on learning is essential for mastering complex anatomical structures, and the availability of these resources will enhance students' comprehension and retention.

Providing students with access to anatomy models outside the lab in the Tehama campus TLC will significantly improve student learning equity, success rates, retention, and persistence, while also addressing achievement gaps between students on the main campus—where models are accessible—and those at the Tehama campus, where resources are currently lacking. In the current anatomy courses, approximately 62 students are affected by the lack of support. Some have taken the initiative to form a study group that meets every Friday from 8:00 a.m. to 12:00 p.m. However, their efforts are hindered by the absence of anatomical models, which limits the effectiveness of their study sessions.

Conclusion: By securing funds to provide anatomy models at the Tehama campus Tutoring and Learning Center, we will ensure equitable access to essential learning resources, ultimately promoting student success and narrowing achievement gaps.

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.)

1) Which course or program learning outcomes (PLOs/SLOs) does your project aim to improve?
This project aims to improve all Program Learning Outcomes (PLOs) and Student Learning Outcomes (SLOs) associated with the anatomy courses. By increasing students' access to anatomy models, the project will support a deeper understanding of course material and enhance overall learning outcomes.

2) How will your project enhance equity, engagement, or access for students?
Currently, students at the Tehama campus have no access to anatomy models outside of class. Providing models in the Tutoring and Learning Center will enhance equity by ensuring that all anatomy students, regardless of their campus, have access to the same essential resources. This project will also foster greater engagement by enabling students to interact with models during study group sessions, allowing for more effective hands-on learning.

3) How will it improve student outcomes (e.g., success, retention, persistence)?
This project will directly improve student success, retention, and persistence by increasing the amount of time students can spend interacting with anatomy models. Having models available for use in study groups will enhance students' understanding of anatomical structures, improving their ability to retain and apply knowledge, which is critical for success in anatomy courses.

4) Does your project address achievement gaps? If so, how?
Yes, this project addresses achievement gaps. Students at the Tehama campus tend to be less academically prepared compared to their peers at the main campus, with a higher percentage coming from academically disadvantaged schools and many being non-native English speakers. These students require the same, if not greater, support outside the classroom. However, they currently lack access to both anatomy tutors and models outside of lab sessions. This project will bridge the gap by providing critical resources, ensuring that all students have equal opportunities to succeed.

5) How will you measure the results of the project? How will results be documented?
The impact of this project will be measured by comparing student success rates—specifically, grades and retention rates—across semesters without access to anatomy models (Fall 2024, Spring 2025) and semesters with access to the models (Fall 2025, Spring 2026, Fall 2026). These comparisons will help assess the effectiveness of the models in improving student outcomes. Documentation of results will involve collaboration with Institutional Research if necessary to track and analyze the relevant data.

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

Internal collaborators:
Dr. Cody Frazer - an anatomy and physiology professor at Tehama campus.

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 SCAILE/Innovation Office if needed kmahar@shastacollege.edu.)

1. Replicability (easily shared with other campus programs):
This project is highly replicable. The main campus also faces a shortage of anatomy models available for student use outside of lab sessions. Implementing this project at the Tehama campus will demonstrate its effectiveness, and the model can be easily expanded to the main campus. By providing additional anatomy models, both campuses can ensure students have access to these resources in the Learning Center without needing to transfer models between the lab and the Learning Center, which is especially critical during periods leading up to lab exams.

2. Scalability:
This project can be easily scaled to meet the needs of more students across multiple campuses. As demand for anatomy courses grows and student populations increase, additional models can be purchased and made available to support this growth, ensuring equitable access for all students.

3. Cost-Effectiveness:
The project is cost-effective because it will serve a larger number of students, particularly those living away from the main campus in Tehama County. By reducing the need for students to commute and by providing models on-site, more students can benefit from these resources. Additionally, some students from Chico are already commuting to the Shasta College Tehama campus to take anatomy courses, highlighting the need to support this geographically diverse student population. Expanding access to models at the Tehama campus will prove to be a cost-effective solution by increasing service to students across the district.

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.

1. The project can be completed within 18 months:
The proposed project is designed to be fully implemented and evaluated within an 18-month timeline, ensuring timely completion.

2. The project does not involve Physical Plant or I.T.:
This project does not require any involvement from the Physical Plant or Information Technology (I.T.) departments, as it solely involves the purchase and use of anatomical models and posters for educational purposes.

3. Currently, no funds exist to implement this project:
At present, no funding is available to support this project, making external grant funding essential for its success.

4. Estimated Timeline:

1. Planning (May-June 2025):
During this phase, research will be conducted to identify the necessary anatomical models and posters, followed by a comparison of pricing from various vendors to ensure cost efficiency.

2. Implementation (July-August 2025):
Anatomy models and posters will be ordered during this period, ensuring that they are available for student use at the start of the academic year.

3. Evaluation (December 2026):
The project's success will be evaluated by comparing student success rates from semesters without access to the models (Fall 2024, Spring 2025) to those with access to the models (Fall 2025, Spring 2026, Fall 2026). This comparison will measure the impact of the models on student outcomes.

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	Larisa Wiggins
Dean or Supervisor's Signature (required)	Billy Miller Digitally signed by Billy Miller Date: 2025.03.31 10:31:00 -07'00'
I.T. Consulted (if needed) (Signature)	
Physical Plant Consulted (if needed) (Signature)	

Rev. 2.25.2025

2025 Innovation Mini-Grant Application Budget

Attachment A

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:	Improve anatomy student support outside of the classroom at Tehama campus.

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	$ 0.00
Student Worker Total multiplied by 1.75%		$ 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
		$ 0.00
FACILITY RENTALS:		$ 0.00
		$ 0.00
	Item # F15 Eye	$ 142.00
EQUIPMENT ($0-$4,999.99 Not Tagged): (Refer to the Business Office "Fixed Asset (Equipment) Purchases" for info.).	Item # KK-A61Kyoto KagakuFull-Figure Circulatory System Model	$ 4,100.00
	Item # B59 Muscle man.	$ 734.00
	Item # M10 Muscle arm.	$ 653.00
	Item # M20 Muscle leg.	$ 897.00
EQUIPMENT ($5,000 or greater Tagged): (Refer to the Business Office "Fixed Asset (Equipment) Purchases" for info).	Item # B19 Genderless Torso with Opened Back.	$ 844.00
	Item # A11 Max Skeleton with Painted Muscle Origins and Inserts	$ 881.00
	Item # C15 Human Brain Model	$ 164.00
	Item # K11 Kidney Section Model with Nephrons, Blood Vessels & Renal Corpuscle	$ 463.00
POSTAGE/ADVERTISING: Postage, costs to place a printed, radio or web-based ad.	Item # B60 MICROanatomy Muscle Fiber Model	$ 328.00
	Item # DGA74 Right Half of Head and Neck Musculature Model	$ 556.00
	Item # C14 Half Head Model with Musculature	$ 474.00
PRINTING: Printing-related items, such as posters, flyers, brochures, and classroom materials/manuals.	Item #C40 Physiology of Nerves Series	$ 856.00
	Item # LA00200 Human Heart	$ 115.90
	Item # A79 MICROanatomy Bone structure	$ 180.00
SERVICE FEES/OTHER CHARGES: Contracted work such as speakers, trainers, and other professional services.	Item # KS 3 Section of Skin	$ 1,177.00
	Item # G60 Pulmonary Lobule	$ 353.00
	Item # K25 Liver with Gall Bladder	$ 100.00
SOFTWARE: Software-related licenses and purchases.	Item # JS 4 Stomach	$ 752.00
	Item G20 Functional Larynx	$ 252.00
	Item # BS 24 Ventricular Cavities of the Brain	$ 160.00
TRAVEL/OTHER TRAVEL: Staff/Other & Student Field Trip costs.	Item K24 MICROanatomy Liver	$ 351.00
	Item # NS 50 Functional Knee Joint	$ 312.00
	Item # E10 Ear	$ 177.00
	BUDGET TOTAL	$ 15,021.90

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