

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 Learning Services, Educational Technology, and Research - Library** (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, **Neurodivergent Spaces**, (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 **\$3,000**, 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 GRANTEE'S 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 GRANTEE'S 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 GRANTEE'S 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** Digitally signed by Amy Schutter
Date: 2025.06.06 08:31:59 -07'00'


Amy Schutter, Director of Grant Development Date

By: 
Date: [Kate Mahar \(06/09/2025 20:01 PDT\)](#)

Dr. Kate Mahar, Assoc. Vice President, Strategic Initiatives/SCAILE Date

By: 

Tina Duenas, Associate Dean of Library, Learning, and Special Programs Date

By: 

San Saelee, Grant Project Coordinator Date

2025 Approved Innovation Mini-Grant Budget Worksheet

Attachment B

Project Name:	MG9 Neurodivergent Spaces			Department	Library		
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							
	supplies to create a neurodivergent welcoming space in coordination with T.Markword.		3000.00	0.00	0	3000	
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: 5200001 5211 00			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. 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		3000	0	0	3000	

2025 Innovation Mini-Grant Application



Applicant:	Library Team - San Saelee
Division/Dept. Name:	Library
Project Title:	Creating a Space for Neurodivergent students and Adult Learners
Focus Area:	<input type="checkbox"/> Pedagogy <input checked="" type="checkbox"/> Closing Achievement Gaps <input 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)

Recent studies show that nearly 18% of undergraduates are parents, many of whom attend community colleges like Shasta College. These student parents, along with neurodivergent students, face unique challenges, including financial, time, and sensory barriers. Research indicates that child-friendly spaces can improve engagement and completion rates for these students.

This project aims to create a supportive, sensory-friendly space in the new campus library for neurodivergent students and adult learners with children. The library will serve as a centralized hub, also housing the Teaching and Learning Center (TLC) for tutoring and academic support.

Neurodivergent students often struggle with sensory overload, while adult learners with children need spaces that support both their academic and childcare needs. Our initiative will provide sensory tools like noise-canceling headphones and fidget toys, along with an interactive space for children, creating a welcoming environment for both parents and their children.

The proposal is to convert a library study room into a child-friendly area where student parents can study, attend tutoring sessions, or decompress while their children engage in enriching activities. It will introduce sensory tools such as noise-canceling headphones, fidget toys, and weighted blankets for neurodivergent students. This space will enhance access to library services and academic support for both groups.

**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.)

Which course or program learning outcomes (PLOs/SLOs) does your project aim to improve?

Students with sensory sensitivities and students with children will have a space to focus on academic work without external distractions. This will support better academic performance and achievement of learning outcomes.

How will your project enhance equity, engagement, or access for students?

The sensory space will ensure that neurodivergent students have equitable access to the resources they need to succeed. This will feature soft, adjustable lighting and sensory-friendly furniture. The furniture will be ergonomic with a calming texture, designed to reduce over-stimulation and promote focus. The kid-friendly environment will help students who may have children or young family members by offering a welcoming space for everyone. This project will engage neurodivergent students and students with children by creating a tailored environment that respects their unique needs.

How will it improve student outcomes (e.g., success, retention, persistence)?

By addressing sensory needs and providing a flexible, non-stressful space, we expect increased engagement, retention, and persistence, especially among neurodivergent students and students with children who may face challenges in traditional study settings. The environment will empower students to stay in school and complete their coursework.

Does your project address achievement gaps? If so, how?

This project addresses achievement gaps by reducing barriers for neurodivergent students and students with children. This will enable students to focus more on their academic work and less with the challenges that may come with sensory challenges or having children.

How will you measure the results of the project? How will results be documented? (Consult with Institutional Research as needed.)

Results will be measured through surveys and feedback from students who use the space, tracking improvements in academic performance, comfort, and engagement. Institutional Research will help analyze usage data and gather qualitative feedback from students and faculty. Success will be documented via anecdotal feedback and usage data (frequency and length of space usage).

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 Partners:

Library Staff:

To assist with design and setup of the space. The new library space will include 12 dedicated study rooms.

Other Departments:

ACE/BOLD, STEP-UP, Early Childhood Education Dept.: These partners are not currently aware of the project, however, they will provide invaluable input on how to integrate the space with students' academic needs.

PACE: There have been discussions with PACE and the campus Neuro-divergent Community of Practice COP about projects to support neurodivergent students.

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.)

Replicable:

This project could be replicated in other campus spaces by adopting a similar approach in study rooms, classrooms, or community areas. Many libraries already have study rooms available for students, making it easy to demonstrate how one of these rooms was transformed into a child-friendly space.

Scalable:

Additional spaces for this project could be transformed over time with additional funding. This could include areas outside the library, such as classrooms or community spaces. If the project proves to be popular and the study room is consistently booked, we could explore converting another space into a child-friendly area. The concept could also be adapted to help convert other campus spaces into child-friendly environments.

Cost-Effective:

This project would be cost-effective, as it leverages existing infrastructure (study rooms). Most of the costs would be directed toward affordable sensory tools and furniture. Since it focuses on converting an already existing space rather than creating an entirely new one, it remains highly economical. Additionally, this project does not negatively impact the services available to all students but enhances accessibility to library and tutoring center services for specific groups.

**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.

Duration: 18 months

Months 1–3: Finalize project plan, budget, and design; consult with I.T. and Physical Plant; order materials.

Months 4–7: Set up space, install furniture and sensory tools, and test functionality.



Months 8–12: Promote space, collect feedback, and track usage.

Months 13–18: Analyze feedback, make adjustments, and report on 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	San Saelee	 Digitally signed by San Saelee Date: 2025.03.31 15:06:49 -07'00'
Dean or Supervisor's Signature (required)	Tina Duenas	 Digitally signed by Tina Duenas Date: 2025.03.31 14:57:44 -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:	Creating a Space for Neurodivergent students and Adult Learners
----------------	---

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.	Tools and items to manage auditory, light, or tactile sensitivity needs.		\$ 3,000.00
	Items to create a welcoming, child-friendly space for children of adult learners.		\$ 3,000.00
			\$ 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
			\$ 0.00
SERVICE FEES/OTHER CHARGES: Contracted work such as speakers, trainers, and other professional services.			\$ 0.00
			\$ 0.00
			\$ 0.00
SOFTWARE: Software-related licenses and purchases.			\$ 0.00
			\$ 0.00
			\$ 0.00
TRAVEL/OTHER TRAVEL: Staff/Other & Student Field Trip costs.			\$ 0.00
			\$ 0.00
			\$ 0.00
BUDGET TOTAL			\$ 6,000.00

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