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Respondent

13

Anonymous

**07:59**

Time to complete

### Application Information

1. Name: \*

Nusha Shishegar

2. GCC Title/Position: \*

Classified Council President

3. Department: \*

Classified Council

4. Campus: \*

Verdugo

Garfield

5. E-mail: \*

nshishegar@glendale.edu

6. Phone: \*

x5440; 626-422-0942

7. Dean or Department Head's Name: \*

Brittany Grice

### Project Proposal

8. Name of Project/Program: \*

Classified Council Professional Development Series

9. Please select which category best describes your project: \*

- Arts & Culture
- Athletics & Fitness
- Career & Work Training
- College Operations & Facilities
- Humanities/Social Sciences
- Science & Technology

10. Amount requested: \*

6000

11. What do you propose to do? \*

The Classified Council is a fee-funded membership-based organization representing all Community College employees. While we have increased our annual membership fee to \$20 yearly from \$10 yearly for 26-27, the capacity for this fee to fund mission-related activities is minimal and is further deeply impacted by lowered membership numbers and general rising costs. The Council was dormant during the pandemic, was in a rebuild period during the 22-24 years, and had some struggles with leadership transitions in 24-25, leading to an overall reduction in activity and membership. A new leadership team has formed as of January 2026 and has big plans to reinvigorate the Council's presence on campus, however, as of writing this proposal, we only have 25 active members for the 25-26 cycle. This year's membership contributed \$250 to the Council's operating budget (\$10 yearly dues). Per our constitution, the Council is intended to be provide (amongst others):

1. A body through which professional development opportunities are articulated and valued, and offered to the membership;
2. A body that assists in building camaraderie and professional connections amongst College employees through engagement activities; and
3. An opportunity for individual leadership contribution and development among the classified and confidential staff.

While we engage in fundraising activities throughout the year to support our student worker scholarship program, the items listed above are currently supported only through member fees. We would like to re-institute a members-only professional development "Skills and Snacks" Series and other leadership development activities to achieve the rest of our stated mission. We are targeting somewhere between 4-6 professional development events a year. Your generous funding would allow us to bring in dynamic guest speakers and fund food for inaugural sessions to drive interest; if membership remains limited, the plan for sustainability would be to turn these into mainly brown bag sessions, with the Council augmenting just desserts and drinks.

NOTE: Effective July 2026, Classified Council will be changing its name to College Council, to better reflect its all-campus inclusive nature. While Verdugo campus was selected on the form, Council covers all employees at GCC across both campuses.

12. Who will be involved in the project/program? \*

Classified Council (College Council)  
Partner with Professional Development Coordinator/Human Resources

## 13. What are the benefits of this project/program to the students, college, and the community? \*

Classified and confidential staff are often the first point of contact for students navigating enrollment, advising, financial, and personal challenges. By enhancing skills in problem solving, communication, cultural awareness, and institutional knowledge, students benefit from more accurate guidance, faster issue resolution, and a more supportive and responsive campus experience. Staff who are better equipped with updated skills and shared best practices are more effective contributors to their teams, leading to better process development, fewer service bottlenecks, and increased institutional consistency. While Council provides a special focus on the development of leadership abilities in the classified and confidential staff, the Council's membership is open to adjunct faculty, faculty, and administrators as well. Professional development opportunities like the ones we are proposing support employee morale, retention, and engagement. These are critical outcomes at a time when higher education institutions face staffing shortages and increased workload demands.

This project also indirectly benefits the broader community by strengthening GCC's role as a welcoming, well functioning public institution. When staff and faculty feel supported and prepared, they are better positioned to assist diverse student populations, including first generation, immigrant, and international students, who often rely heavily on staff guidance. Improved service delivery contributes to student persistence, completion, and long term success, which in turn supports workforce development and community stability.

It is our position that, by developing the skills and confidence of classified and confidential staff, GCC will experience a positive ripple effect that enhances student success, improves institutional effectiveness, and reinforces our commitment to serving our community with professionalism, equity, and care.

## 14. How does this project/program support the College's Institutional Strategic Plan? \*

View ISP at <https://www.glendale.edu/home/showpublisheddocument/68172>

Professional Development Integration is a distinguishing feature of the College's current ISP. By offering professional development opportunities, the Council can contribute to the goal of offering "continuous learning and growth among faculty, staff, and administrators directly supports student success and institutional effectiveness." Potential topics/themes may include, but are not limited to: Student Support and Communication (such as cultural awareness, setting professional boundaries, and smoothing the path through strategic planning); Systems, Processes & Efficiency (such as time management, best practices for documentation, AI development and use, and managing burnout/compassion fatigue); Confidentiality, Compliance & Ethics (such as challenging FERPA scenarios; what to do when policies conflict with student needs; branding consistency, and professionally navigating gray areas); and Professional Growth and Career Pathways (such as resume and interview skills for internal mobility; advocating for yourself; and transferable skills). Improving the membership skill set will have direct impact on conversations for the ISP's Priority A (A.1, A.2, A.4, & A.7), Priority B (B.2, B.7), and Priority C (C.2 & C.3).

## 15. Timeline for the project/program. \*

If possible, we would like to request funding to be allocated for use from Fall 2026 (September) through Fall 2027 (December) as the Council is moving to a calendar year operation. If not possible, funds would be utilized from Fall 2026 (September) through Summer 2027 (June) to align with the academic year.

## 16. How do you propose to use the funds requested? Please include specific budget information. \*

- "Skills and Snacks" Member Series (\$3600; ~\$600 per session): 4 events per year, 60-90 minutes; may be coordinated in partnership with Professional Development office. Limited to members only, which will reduce costs but also drive as a membership recruitment tool so that this event can become self-sustaining. The cost of providing lunch is prohibitive, so we plan to provide "heavy appetizers" alongside drinks.  
 - Member-Only Workshops (\$2,400) – 2 events per year, 2-4 hours; in partnership with Human Resources. Funds will provide up to two stipends to attract impactful speakers and provide food.

Members may be asked to pay a small participation fee for longer leadership/professional development workshops to help augment the budget.

## 17. Please list any other sources of funding you have applied for and include dollar amounts if already awarded. \*

As of the time of this application, we have not applied for any other grant funding. We will be hosting membership drives July 2026-January 2027.

## 18. How will the Foundation's support be recognized? \*

We will advertise that funds for the events were made available specifically due to the Foundation's support on all event materials (fliers, direct emails, and online calendar event postings).

## 19. How do you plan to evaluate this project's success? \*

- We will administer surveys for our professional and leadership development activities.
- We will also survey to determine if those that became members joined primarily for the professional development activities.

20. If your project/program is successful, how will it inform your practice moving forward? \*

If this project is successful, it will inform our practice by providing clear evidence that targeted, accessible professional development opportunities increase engagement, effectiveness, and retention among classified and confidential staff. Survey feedback and participation data will help us identify which workshop topics, formats, and delivery methods are most impactful, allowing the Classified Council to refine future offerings to better meet staff needs.

Success will also guide how we structure sustainable professional development moving forward. If the "Skills & Snacks" model proves effective in driving participation and membership growth, we will prioritize this format as a core component of the Council's membership model. Additionally, successful outcomes will strengthen collaboration with Human Resources and the Professional Development Office. These partnerships will not only help ensure alignment with institutional priorities and reduce duplication of efforts, but will guide future planning toward programming that benefits individual employees and strengthens campus operations and support systems. In this way, the project's success will serve as a foundation for continuous improvement, sustainability, and long term impact.

21. Please provide a 2 – 3 sentence summary of your project proposal. \*

Requesting consideration for funds to develop a members-only professional development series to augment employees' work-based skills at GCC campuses, to strengthen campus operations and support systems. The Council will coordinate these efforts with HR/Professional Development to ensure the offerings are distinguished from and augment regular Professional Development offerings.

## Signature and Acknowledgments

22. I hereby acknowledge/certify: \*

- My Dean or department head is aware of this application and has authorized its submission.
- If my proposal involves the hiring of temporary/contracted professionals, I will obtain approval from Human Resources before proceeding and will provide documentation to the Foundation that the hiring/contracting has been reviewed and approved.
- If my proposal involves conference and/or other travel, I will complete the GCC travel approval process and adhere to GCC travel guidelines.