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Respondent

40

Anonymous

66:31

Time to complete

Application Information

1. Name: *

Arpi Amirian

2. GCC Title/Position: *

Classified Professional Development Coordinator/Programs and Services Specialist SE

3. Department: *

Professional Development / Student Equity

4. Campus: *

Verdugo

Garfield

5. E-mail: *

arpia@glendale.edu

6. Phone: *

818.240.1000 x5127

7. Dean or Department Head's Name: *

Brittany Grice

Project Proposal

8. Name of Project/Program: *

Healthy Boundaries: Building Sustainable Workplace Practices

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: *

\$3,565

11. What do you propose to do? *

The Healthy Boundaries: Building Sustainable Workplace Practices program is a 16-week cohort-based initiative that equips participants with practical strategies for creating and reinforcing healthy boundaries in personal and workplace environments.

The program promotes clarity in roles, expectations, communication, workload balance, accountability, and mutual respect. Through guided learning, reflective exercises, and collaborative discussions, participants will strengthen self-awareness, improve interpersonal dynamics, reduce burnout, and develop sustainable practices that support well-being and professional success.

Participants will leave the program with actionable tools to establish boundaries that foster healthier relationships, improved communication, increased accountability, and stronger emotional resilience.

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

Classified Employees at GCC.

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

The program is designed for classified employees to develop skills in setting and reinforcing healthy boundaries, the benefits can be framed at three levels:

Benefits to Students:

- Increased access to employees who are more present, responsive, and effective in supporting student needs.
- Improved quality and consistency of student services due to reduced employee stress and burnout.
- More positive interactions with college personnel, fostering a supportive and welcoming campus environment.
- Enhanced student success through sustained employee engagement and capacity to provide assistance.

Benefits to the College:

- Improved employee well-being, job satisfaction, and morale.
- Reduced risk of burnout, compassion fatigue, and workplace conflict.
- Increased productivity and effectiveness through clearer expectations, roles, and communication.
- Stronger retention of experienced employees and reduced turnover-related costs.
- A healthier organizational culture that supports collaboration, respect, and accountability.
- Alignment with institutional goals related to employee development, wellness, and student success.

Benefits to the Community:

- A more resilient and effective workforce serving students and community members.
- Improved continuity and quality of educational services and community engagement efforts.
- Employees who model healthy communication, respect, and professional boundaries in their interactions with the public.
- Strengthened public trust in the college as an employer that invests in employee well-being and professional growth.
- Greater institutional capacity to support workforce development and community needs over the long term.

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

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

This program directly supports Glendale Community College’s 2025–2030 Institutional Strategic Plan, particularly Priority C: Support, which seeks to strengthen human, technological, fiscal, and physical resources to support student attainment and foster a sense of belonging among all college stakeholders. By providing classified professionals with practical strategies for establishing and maintaining healthy boundaries, the program promotes employee well-being, resilience, and effectiveness, helping employees sustain high-quality service to students while reducing the risk of burnout and workplace stress.

The program also aligns with Goal C.4, which emphasizes comprehensive employee support and development, and Goal C.3, which focuses on maintaining high levels of employee satisfaction and organizational effectiveness. Participants will develop skills in communication, self-management, and professional relationship-building that contribute to a healthier workplace culture and stronger collaboration across departments.

In addition, the program advances Priority A: Inclusion by fostering a workplace environment where employees feel valued, respected, and supported. Healthy boundaries contribute to a culture of belonging and psychological safety, enabling employees to better respond to the diverse needs of students and colleagues. This aligns with the college’s commitment to diversity, equity, inclusion, accessibility, and community building.

Finally, the Institutional Strategic Plan explicitly identifies professional development as an integrated strategy that supports student success and institutional effectiveness. By investing in the professional growth of classified employees, this cohort program strengthens the college’s capacity to serve students, support employee well-being, and advance GCC’s mission of empowering students to achieve their educational, career, and life goals.

15. Timeline for the project/program. *

Fall 2026 semester
Cohort Model
Duration: 16 weeks
Session Length: 90 minutes weekly
Cohort Size: 12-20 participants
Delivery Format: In-person
Facilitation: Lead facilitator

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

Cost of the course (including prep time & facilitation): \$3500
Flipchart paper: \$35.00
Pens and notepads: \$30

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

N/A

18. How will the Foundation’s support be recognized? *

The Foundation will be acknowledged as a sponsor throughout the cohort and recognized for its investment in employee development, well-being, and student success.

19. How do you plan to evaluate this project’s success? *

Evaluation & Outcomes Measurement

Program success will be measured through:

- Pre- and post-program surveys
- Wellness and confidence assessments
- Attendance and participation tracking
- Facilitator evaluations
- Participant reflections and testimonials
- Completion of personal boundary action plans

Expected outcomes include:

- Increased confidence in boundary-setting
- Reduced stress and burnout indicators
- Improved communication and accountability
- Stronger relationship and workplace dynamics
- Enhanced participant well-being

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

If successful, this program would provide valuable insight into the impact of cohort-based professional development focused on healthy boundaries and employee well-being. As Classified Professional Development Coordinator, I would use the outcomes to strengthen my practice by intentionally elevating classified employees' voices through structured feedback, needs assessments, and ongoing dialogue.

This offering is one of several areas identified through classified employee focus groups and reflects broader, ongoing requests for professional development that supports workplace effectiveness and well-being. The program would help ensure PD offerings are responsive to identified needs and grounded in employee experience.

The results would further inform how I prioritize and design future professional development opportunities, strengthening a continuous improvement cycle that incorporates classified staff input. Overall, this approach reinforces the importance of listening to classified employees, conducting regular needs analyses, and implementing programming that is directly shaped by employee feedback to ensure relevance, equity, and impact.

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

The Healthy Boundaries: Building Sustainable Workplace Practices program is a 16-week cohort-based initiative that helps participants develop practical skills for setting and maintaining healthy boundaries in personal and professional settings through guided learning, reflection, and group discussion. By strengthening communication, clarifying expectations, and reducing burnout, the program improves employee well-being and workplace effectiveness, which in turn supports students through more consistent, responsive, and supportive interactions with college staff and contributes to a healthier campus environment that enhances student success.

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.