

Id	Institution	Are any of your service areas regularly closed to student/community members during the work week? If so, how often (ie: weekly, monthly, etc)	If closed, why? (ie: team meetings, prof dev, read the hundreds of emails sitting in their inbox, etc)
1	LWTech	daily 7:30am to 9am for all offices; monthly for division meetings Thursday afternoons; annually a full day for a student services in-services day	team meetings, trainings, and catching up with email/paperwork.
2	Peninsula College	Mondays - close at 2 pm	All of that - team meetings, campus meetings, professional development, uninterrupted work time. We don't have many classes offered on Mondays so that helps.
3	Olympic College	We're currently looking at closing the Welcome Center, which is our one-stop.	for all the ie reasons. it's just harder to make time for team activities and responding to emails. concentrated time. that said, our welcome center has lowering gates, and when we see a student in the waiting area, we ask them what they need help, and if we can, we do serve them. but we're going to publish we're closed.
4	Lower Columbia College	Starting in January 2025, all of our Student Services areas will open at 10am on Fridays. Front-facing service hours will be Mon-Thursday, 8-5 and Fri 10-5pm	All student services monthly division meeting; staff meetings; professional development; processing time
5	Columbia Basin College	Thursday's 7-9 weekly	team meeting, prof dev, and uninterrupted work time
6	SCC	No. But I would likely support it. I have before.	
8	Spokane Falls	Yes, financial aid once a week for processing.	financial aid processing.

9	CPTC	<p>Every Friday we close all student services at noon. During the worst of the FAFSA debacle we closed FA twice a week for processing time but they are open now.</p>	<p>This allows for some time for training, staff meetings, catch up on phone calls/emails, etc...</p>
10	The Centralia College (AKA Blazer Nation, AKA the oldest CC in continuous operation in WA)	<p>Our entire college hours of operation is from 8:00 am - 5:00 pm Monday-Thursday and 8-noon on Friday. This change was requested by Financial Aid and Enrollment services for their offices only but we implemented it for all of campus</p>	<p>We closed at noon on Friday so that high volume offices on campus can have 4 hours a week (Friday afternoon) to conduct work without interruptions. Also, we have a strategic goal of "becoming an employer of choice". This change allowed employees to work 4 ten-hour days mon-fri, 4 nine-hour days mon-thurs and 4 hours on friday, or a standard 5-day 8-hour week based on office needs. Staff LOVE the flexibility.</p> <p>It is working well and has increased efficiencies.</p>
11	Highline College	<p>Yes, Financial Aid "closes" two days of the week. They do not provide open door services to students on those days. The entire Student Services Division closes early on Fridays (at 2:00), so that staff can catch up on work assignments and so that departments have dedicated time to meet.</p>	<p>Staff need time to meet, engage in professional development, problem solve complex issues that might transcend departments or divisions.</p>

12	Renton Technical College	<p>On Friday's we open a 9am to allow for department meetings and we close at 1pm. Once a month, we open at 9:30 on Friday to allow for a virtual division meeting. Beginning this AY, we close once per quarter on a Friday for an in-person division meeting, followed by departmental professional development/training.</p>	<p>See above :) We've also supported intermittent closures in FA to support their processing needs. This is something we assess in real time and then make adjustments to accommodate. Generally speaking, our SS hours are: Switchboard, 7:30am - 5pm; virtual hours, 8am - 5pm; In-person hours, 9am - 5pm. We have an Evening Hours workgroup currently assessing student and staff needs for those who teach and learn in the evenings.</p>
13	South Puget Sound CC	<p>Student Services is closed Friday Mornings 8-10 weekly FA is closed only during peak awarding times and our One Stop can answer student questions when FA is closed.</p>	<p>Team meetings Professional Development</p>