

CURRENT HOURS OF OPERATION

Revised May 10, 2022

Due to the COVID-19 Coronavirus health crisis, college departments are working a schedule beginning January 15th that combines remote and on-site work. Our goal is to provide exemplary customer service while minimizing the number of people on campus on any given day. Thank you for your understanding and patience as we work through this unprecedented public health crisis together.

DEPARTMENT	HOURS	CONTACT
<u>Student Service Center (including Admissions, Registrar, Financial Aid)</u>	<p>Monday – Thursday 8 a.m. - 6 p.m. (On-site)</p> <p>Friday 8 a.m. - noon (On-site)</p> <p><u>The Lakeland Cares Cupboard</u> Monday – Thursday 8 a.m. - 6 p.m.</p> <p>Friday 8 a.m. - noon</p>	<p>Financial Aid: 440.525.7070 or email finaid@lakelandcc.edu</p> <p>Admissions: 440.525.7100 or email admissions@lakelandcc.edu</p> <p>Office of Registrar: 440.525.7101 or email registrar@lakelandcc.edu</p> <p>Student Service Center: 440.525.7050 or email sscenter@lakelandcc.edu.</p> <p>College Credit Plus: 440.525.7730 or email ccpinfo@lakelandcc.edu</p>
<u>Counseling</u>	<p>Monday – Thursday 8 a.m. to 6 p.m. (On-site & Remote)</p> <p>Friday 8 a.m. to Noon (On-site & Remote)</p>	<p>To make an appointment, call 440.525.7200.</p>
<u>Academic Offices (Deans, Associate Provosts, Provost)</u>	<p>Provost’s Office Monday & Wednesday 8 a.m. – 5:30 p.m. (On-site) 7:30 a.m. – 5 p.m. (Remote)</p> <p>Tuesday & Thursday 8 a.m. – 5 p.m. (On-site) 7:30 a.m. – 5:30 p.m. (Remote)</p> <p>Friday 7:30 a.m. – Noon (Remote)</p> <p>Arts and Sciences Office Monday – Thursday 7:30 a.m. – 5:30 p.m. (On-site & Remote)</p>	<p>Provost’s Office: Rita Smolik, 440.525.7089 or email rsmolik@lakelandcc.edu</p> <p>Arts and Sciences: Jeri Pilarczyk, 440.525.7261 or email jpilarczyk5@lakelandcc.edu</p>

<p>Academic Offices (Deans, Associate Provosts, Provost) cont'd</p>	<p>Friday 8 a.m. – Noon (Remote)</p> <p>Adam Cloutier, B-1047 Jeri Pilarczyk, B-1047B</p> <p>Applied Studies Office: Monday – Thursday 9 a.m. – 1 p.m. (On-site) 8 a.m. – 5 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p> <p>Health Technologies Office Monday – Thursday 8 a.m. – 5:30 p.m. (On-site)</p> <p>Friday 8 a.m. – Noon (Remote)</p> <p>Associate Provost for Teaching and Learning Office Monday & Wednesday 8 a.m. – 5:30 p.m. (On-site)</p> <p>Tuesday & Thursday 8 a.m. – 5:30 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p> <p>Associate Provost for Strategic Educational Programs and Retention Initiatives Office Monday – Thursday 8 a.m. to 5 p.m. (On-site)</p> <p>Friday 8 a.m. to Noon (Remote)</p>	<p>Karen Tarasco, 440.525.7354 or email ktarasco@lakelandcc.edu</p> <p>Michelle Durr, 440.525.7223 or email mdurr2@lakelandcc.edu</p> <p>Applied Studies: Cynthia Millonzi, 440.525.7085 or email cmillonzi@lakelandcc.edu</p> <p>Jan Post, 440.525.7348 or email jpost@lakelandcc.edu</p> <p>Health Technologies: Kelly Matier, 440.525.7180 or email kmatier@lakelandcc.edu</p> <p>Associate Provost for Teaching and Learning: Deborah Bordonaro, 440.525.7294 or email dbordonaro@lakelandcc.edu</p> <p>Associate Provost for Strategic Educational Programs and Retention Initiatives: LouAnn Luzar, 440.525.7469 or email lluzar@lakelandcc.edu</p>
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<u>Accommodation Center</u>	<p>Monday & Tuesday 8 a.m. – Noon (On-site) Noon – 4 p.m. (Remote)</p> <p>Wednesday & Thursday 8 a.m. – Noon (Remote) Noon – 4 p.m. (On-site)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>For an appointment, contact Mary Wheeler, 440.525.7020 or email mwheeler21@lakelandcc.edu</p>
<u>Administrative Technologies</u>	<p>Monday – Thursday 8 a.m. – 5 p.m. (On-site & Remote)</p> <p>Friday 8 a.m. – Noon (On-site & Remote)</p>	<p>Randi Ferline, 440.525.7813 or email rferline@lakelandcc.edu</p>
<u>Arts at Lakeland</u>	<p>Monday – Thursday 7:30 a.m. – 5:30 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Jeri Pilarczyk, 440.525.7261 or email jpilarczyk5@lakelandcc.edu</p> <p>Mary Urbas, Lakeland Art Gallery Coordinator, email murbas@lakelandcc.edu</p>
<u>Athletic and Fitness Center</u>	<p>Monday – Thursday 7:30 a.m. – 6 p.m.</p> <p>Friday 7:30 a.m. – Noon</p> <p>Saturday & Sunday Closed</p>	<p>Scott Barlow, 440.525.7350 or email sbarlow@lakelandcc.edu</p>
<u>Athletics</u>	<p>Summer sports schedule TBD</p>	<p>Scott Barlow, Athletic Director, 440.525.7350 or email sbarlow@lakelandcc.edu</p>
<u>Bookstore</u>	<p>Monday – Thursday 8 a.m. – 6 p.m. (On-site) Friday 8 a.m. – noon (On-site)</p>	<p>Lakeland Bookstore: (440)525-7124 Email: lakelandbookstore@lakelandcc.edu u To place online orders, please visit https://bookstore.lakelandcc.edu/timber/college Free shipping on orders over \$35.</p>
<u>Breakers</u> BUZZ Cafe	<p>Monday – Thursday 7:30 a.m. – 1 p.m.</p> <p>Friday: Closed BUZZ Café: Closed for the summer</p>	<p>For catering questions, please contact catering@lakelandcc.edu</p>

<p>Business Services</p>	<p>Accounts Payable Monday – Thursday 7:30 a.m. to 5 p.m. (On-site & Remote) <i>On campus Thursdays</i></p> <p>Friday 8 a.m. to Noon (Remote)</p> <p>On-site for check runs on the 15th and the 30th of each month</p> <p>Accounts Receivable Monday – Thursday 7:30 a.m. to 5 p.m. (On-site & Remote)</p> <p>Friday 8 a.m. to Noon (Remote)</p> <p>On-site as needed.</p> <p>Payroll Monday – Thursday 8 a.m. to 5 p.m. (On-site & Remote)</p> <p>Friday 8 a.m. to Noon (Remote)</p> <p>On-site as needed.</p>	<p>Budgeting: Mike Cooper, 440.525.7726 or email mcooper5@lakelandcc.edu</p> <p>Ginny Barrett, 440.525.7063 or email gbarrett@lakelandcc.edu</p> <p>Rachelle Coley, 440.525.7065 or email rcoley@lakelandcc.edu</p> <p>Vicki Miller, 44.525.7061 or email vmiller26@lakelandcc.edu</p>
<p><u>Campus Kids</u></p>	<p>Monday – Thursday 7:15 a.m. – 6 p.m.</p> <p>Friday 7:15 a.m. – 1 p.m.</p>	<p>Cris Vanek, 440.525.7196 or email cvanek@lakelandcc.edu</p>
<p><u>Campus Police</u></p>	<p>On-site 24/7</p>	<p>440.525.7241 or 911 from campus</p>
<p><u>Career Services</u></p>	<p>Monday – Thursday 8 a.m. – 5 p.m. (On-site & Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>440.525.7222 or email careerservices@lakelandcc.edu</p> <p>Rhonda Butler, 440.525.7432 or email rbutler15@lakelandcc.edu</p> <p>Marie Meeks, 440.525.7272 or email mmeeks9@lakelandcc.edu</p> <p>Karyn Stovicek, 440.525.7434 or email kstovicek@lakelandcc.edu</p> <p>Julie Weyer, 440.525.7454 or email jweyer1@lakelandcce.edu</p>

<u>Cashier's Office</u>	Monday – Thursday 8 a.m. – 6 p.m. (On-site) Friday 8 a.m. – Noon (On-site)	For billing questions, deposits or other cashier-related issues, contact Vivian Stropki, 440.525.7133 or email vstropki@lakelandcc.edu
Community & College Relations	Monday & Wednesday 7 a.m. – 4 p.m. (On-site) Tuesday & Thursday 8:30 a.m. – 5:30 p.m. (On-site) Friday 8 a.m. – Noon (Remote)	Denise Timms, 440.525.7323 or email dtimms@lakelandcc.edu
Computer Labs	A-1046 Computer Lab: Monday – Thursday 7:30 a.m. – 8 p.m. (On-site) Friday 7:30 a.m. – Noon (On-site)	See https://lakelandcc.edu/web/about/notices/coronavirus for information about Chromebook rentals.
<u>Event Services & Facility Rentals</u>		Allison Ingle, 440.525.7539 or email events@lakelandcc.edu
Health Clinic (Lake Health)	The Clinic is currently closed.	
<u>Help Desk</u>	Walk-in assistance is available in C-2060 Monday – Thursday 8 a.m. – 6 p.m. (On-site) Friday 8 a.m. – noon (On-site) Remote support is available 24/7	440.525.7570 (available 24 hours) or visit www.lakelandcc.edu/help Live Chat is available during Lakeland staffed hours.
<u>Hispanic Program</u>	Monday: 12 – 3 p.m. (On-site) Tuesday – Thursday 9 a.m. – 3 p.m. (On-site) Friday 8 a.m. – Noon (Remote)	Elia De La Garza 440.525-7276 egarciadelagarza1@lakelandcc.edu
<u>HIVE Makerspace</u>	HIVE Hours Monday – Thursday 8 a.m. – 5 p.m. (On-site) Friday 8 a.m. – Noon (Remote)	For general information and project questions, contact hive@lakelandcc.edu . To schedule an equipment reservation or training session, visit hivemakerspace.setmore.com

<p>HIVE Makerspace cont'd</p>	<p>HIVE Lab and Shop Hours Tuesday-Thursday 10 a.m. – 5 p.m. by appointment. Lakeland student walk-ins welcome.</p> <p>HIVE Dance Floor (collaboration space) Available anytime campus is open.</p>	<p>Sam Ciferno, Design Lead 440.525.7561 sciferno1@lakelandcc.edu</p>
<p>Holden University Center</p>	<p>Hours of Operation On-site/Remote Hours* Monday, Wednesday & Thursday (On-site) 8 a.m. – 9 p.m.</p> <p>Tuesday (On-site) 8 a.m. – 5 p.m.</p> <p>Friday (Remote) 8 a.m. – noon Contact: 440.525.7535 or uc@lakelandcc.edu</p> <p>Saturday (On-site) 8:30 a.m. – 3:30 p.m.</p> <p>Closed Sunday</p> <p><i>*Subject to change based on course schedules or college operations. Please visit the website for the most up-to-date information.</i></p>	<p>440.525.7535 or uc@lakelandcc.edu or visit lakelandcc.edu/uc</p> <p>Computer Lab Hours: Monday, Wednesday and Thursday 8 a.m. – 9 p.m.</p> <p>Tuesday 8 a.m. – 5 p.m.</p> <p>Friday Closed</p> <p>Saturday 8:30 a.m. – 3 p.m.</p> <p>Sunday Closed</p>
<p>Honors Program</p>	<p>Monday – Thursday 8 a.m. – 5 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Email lakelandhonors@lakelandcc.edu</p>
<p>Human Resources</p>	<p>Monday – Thursday 8 a.m. – 4 p.m. (On-site) 8 a.m. – 5 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Carol Burger, 440.525.7555 or email cburger@lakelandcc.edu</p> <p>Tammy Konte, 440.525.7045 or email tkonte@lakelandcc.edu</p>
<p>Instructional Technologies</p>	<p>Classroom Technologists: Monday – Thursday 7 a.m. – 8 p.m. (On-site)</p> <p>Friday 7 a.m. – Noon (On-site)</p> <p>Saturday 7:30 a.m. – 4 p.m. (On-site)</p>	<p>For assistance with Blackboard, Webex, Panopto, or Respondus LockDown Browser, call 440.525.7129 or email ITD@lakelandcc.edu</p>

	<p>Instructional Technologies Office: Monday – Thursday 7:30 a.m. – 5:30 p.m. (On-site & Remote)</p> <p>Friday 7:30 a.m. – Noon (On-site & Remote)</p>	<p>Diana Monasky, 440.525.7495 or dmonasky@lakelandcc.edu</p>
<p>Lakeland Cares Cupboard</p>	<p>A-Building, Room A-1001</p> <p>Monday 10 a.m. - 6 p.m.</p> <p>Tuesday – Thursday 8 a.m. - 6 p.m.</p> <p>Friday 8 a.m. - noon</p>	<p>For assistance with food or other unexpected hardships, please visit https://www.lakelandcc.edu/web/about/immediate-needs-grant</p>
<p>Lakeland Foundation</p>	<p>Monday - Thursday 8 a.m. – 5 p.m. (On-site & Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Nancy Brooks, 440.525.7094 or email nbrooks@lakelandcc.edu</p>
<p>Learning Center</p>	<p>Office Hours* Monday – Thursday 8 a.m. – 4 p.m. (On-site)</p> <p>Friday 9 a.m. - noon (Remote only)</p> <p>Tutoring / Writing Center / Coaching Services* Monday & Tuesday 8:30 a.m. – 6 p.m. (On-site & Remote)</p> <p>Wednesday & Thursday 8:30 a.m. – Noon (Remote)</p> <p>Friday 9 a.m. - noon (Remote only)</p> <p>Math-in-Minutes* On-site on a walk-in basis Monday – Wednesday. Hours vary.</p> <p><i>*Subject to change based on staff availability or college operations.</i></p> <p>Please visit the website for the most up-to-date information.</p>	<p>Tutoring, writing center, coaching services are available on-site and online.</p> <p>To make a tutoring or appointment with a navigator, go to “MyLakeland Schedule It” Go to:</p> <ul style="list-style-type: none"> • Student Tab <ul style="list-style-type: none"> ○ Click on Schedule It ○ Schedule tutoring / writing center / or academic study skills coaching session ○ Follow the prompts <p>Or call the learning center at 440.525.7019 for assistance or questions.</p>

<p><u>Library Reference & Instruction Services</u></p> <p>Lakeland Library Third floor of C-building, C-3051</p>	<p>Open: (On-site) Monday - Thursday 8 a.m. – 8 p.m.</p> <p>Friday 8 a.m. – Noon</p> <p>Closed: Saturday & Sunday</p> <p>Closed: Monday, May 30 – Memorial Day Monday, July 4 – Independence Day</p> <p><i>Changes to hours will be posted:</i> <u>Lakeland Library</u></p>	<p>Reference: <u>reflibrarian@lakelandcc.edu</u> or 440.525.7425</p> <p>For research appointments, instruction, and reference services, provided by reference librarians, phone 440.525-7425. <u>http://research.lakelandcc.edu/LibraryOnline/HelpOnline</u> or <u>chat with a librarian.</u></p>
<p><u>Library Circulation Services</u></p>	<p>Open: (On-site) Monday - Thursday 8 a.m. – 8 p.m.</p> <p>Friday 8 a.m. – Noon</p> <p>Closed: Saturday & Sunday</p> <p>Closed: Monday, May 30 – Memorial Day Monday, July 4 – Independence Day</p> <p><i>Changes to hours will be posted:</i> <u>Lakeland Library</u></p>	<p>Circulation: <u>lakelandlibrary@lakelandcc.edu</u> or 440.525.7424</p> <p>Computer & Study Spaces Available: In the library.</p> <p>No-Contact Pickup Service Available: Holden Outdoor Pickup at the Holden University Center. (24-hour access)</p>
<p><u>Library Offices</u></p>	<p>Open: (On-site) Monday - Thursday 8 a.m. – 5 p.m.</p> <p>Friday 8 a.m. - Noon</p> <p>Closed: Saturday & Sunday</p> <p>Closed: Monday, May 30 – Memorial Day Monday, July 4 – Independence Day</p>	<p>Library Offices: Linda Glasser <u>lglasser@lakelandcc.edu</u> or 440.525.7067</p>

Marketing	<p>Monday – Thursday 8 a.m. – 4 p.m. (On-site) 7 a.m. - 5 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Marketing specialists: Colleen Marble, 440.525.7287 cmarble@lakelandcc.edu</p> <p>Adam Continenza, 440.525.7507 acontinenza3@lakelandcc.edu</p>
Men’s Resource Center	<p>Monday – Thursday 10 a.m. – 3 p.m. (On-site) 8 a.m. – 6 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Jim Shelley, 440.525.7447 or email jshelley@lakelandcc.edu</p>
Mooreland		<p>Melissa Leone, Event Manager, Normandy Catering at 440.585.5850 x10 or MLEone@NormandyCatering.com</p> <p>Kathy Stropki, Event Manager, Normandy Catering at 440.585.5850 x14 or Kathy@NormandyCatering.com</p>
New Student Orientation	<p>Monday – Thursday 8 a.m. – 5 p.m. (On-site & Remote)</p> <p>Friday 8 a.m. – Noon (On-site & Remote)</p>	<p>Theresa Weiler 440.525.7349 Tweiler2@lakelandcc.edu</p> <p><i>Staff available by appointment to meet additional hours as needed.</i></p>
Nonprofit and Public Service Center	<p>Monday – Thursday 8 a.m. – 5:30 p.m.</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Edie Gauvin, 440.525.7583 or email egauvin1@lakelandcc.edu</p>
Part-time Faculty Offices (A-2130)	<p>Monday – Thursday 8 a.m. – 2 p.m. (On-site)</p> <p>Friday 8 a.m. – Noon (On-site)</p>	<p>Christine Ujcich, 440.525.7193 or email cujcich3@lakelandcc.edu</p>
Production Center/Mailroom	<p>Monday – Thursday 6 a.m. – 3: 30 p.m. (On-site)</p> <p>Friday 6 a.m. – 11 a.m. (On-site)</p> <p>Saturday & Sunday Closed</p>	<p>Shirley Skisano, 440.525.7014 (copy)</p> <p>Julie Yager 440.525.7013 (mail)</p> <p>or email productioncenter@lakelandcc.edu</p>

Production Center/Mailroom cont'd

To minimize contact, the production center (room C-10) is restricted and closed to all foot traffic and production center personnel will *not* be delivering mail or copy jobs to campus departments.

Mail Services

A mail room has been established on the ground floor of the C-Building in [room C-8](#) (the graphic design department adjacent to the production center).

The mail room will be open for pick-up and drop-off of mail and copy jobs. A designee from each department will need to collect department mail from the mail room.

- Daily mail will be sorted in the mail room between 1-2 p.m. M-Th, and before 11 a.m. Friday. Mail will be available for pick-up *after* it has been sorted and production center staff have exited the mail room.
- Mail will be sorted alphabetically by department, look at the slot labels to find your department mail. Mail and/or copy jobs that do not fit in the mail slots will be organized in a cabinet under the slots.
- Outgoing mail can be deposited in a bin under the mail slots.
- Mail will leave campus M-Th at 3 p.m., Friday at 11 a.m.

Copy Services

All production center work must be requested on a Copy Center Request Form. [Request forms are available on the Marketing and Communications portal page in myLakeland](#) (login required). Complete the form, save it to your computer and attach it to an email addressed to productioncenter@lakelandcc.edu along with the electronic files for copying. If a hard copy master is the only form of the document(s) available, you must drop

Production Center/Mailroom cont'd	<p>the master and hard copy request form in the drop box outside the production center entrance or in the bin in the mail room.</p> <p>Copy jobs will be available for pick-up in the mail room (C-8). To minimize contact, production center personnel will <u>not</u> be delivering mail to campus departments.</p>	
<u>Recruitment</u>	<p>Monday & Wednesday 7:30 a.m. – 5 p.m. (On-site)</p> <p>Tuesday & Thursday 7:30 a.m. – 5 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon <i>(Alternates weekly from remote to on-site)</i></p> <p><i>*These hours are subject to change based on recruitment activities both on and off campus.</i></p>	<p>Leslie Mohr 440.525.7422 or email lmohr@lakelandcc.edu</p>
Shipping and Receiving	<p>Monday – Thursday 9 a.m. – 1 p.m. (On-site)</p>	<p>Sharla Canteri 440.525.7139 or email scanteri@lakelandcc.edu</p> <p>Mike Paoloni 440.525.7004 or mpaoloni1@lakelandcc.edu</p>
<u>Shuttle Service</u>	<p>Monday - Thursday 7:30 a.m. - 6:00 p.m. <i>Service every 10 minutes</i> 6:00 p.m. - 8:00 p.m. <i>Service every 20 minutes</i></p> <p>Friday 7:30 a.m. - 12:00 p.m. <i>Service every 20 minutes</i></p>	<p>Times of operation & route map: http://www.lakelandcc.edu/web/about/police-parking-shuttles</p>
<u>Student Development (Dean of Students) and Student Engagement & Leadership (SEAL)</u>	<p><u>Student Development/Dean of Students and Student Engagement & Leadership</u> Monday - Thursday 8 a.m. – 5p.m. (On-campus & Remote)</p> <p>Friday 8 a.m. – Noon (On-campus & Remote)</p>	<p><u>Dean of Students</u> Mario D. Petitti Jr. 440.525-7328 mpetitti@lakelandcc.edu</p> <p><u>SEAL</u> Christina Corsi 440.525.7226 ccorsi3@lakelandcc.edu <i>Staff available by appointment to meet additional hours as needed.</i></p>

<u>Teaching Learning Center (TLC)</u>	Monday – Friday 7:15 a.m. – 6 p.m.	Cristen Vanek 440.525.7196 or email cvanek@lakelandcc.edu
<u>Tech Prep</u>	Tuesday – Thursday 9 a.m. – 3 p.m. (Remote)	Chris Riley, 440.525.7493 or email criley@lakelandcc.edu
<u>Test Center</u>	Monday & Thursday 8 a.m. - 5 p.m. Tuesday & Wednesday 8 a.m. - 8 p.m. Friday 8 a.m. - noon Saturday & Sunday CLOSED	Lisa Stanich 440.525.7568 or email lstanich@lakelandcc.edu
<u>Transfer Center</u>	Monday – Thursday 8:30 a.m. – 3 p.m. (Remote) Friday 8 a.m. – Noon (Remote)	Lorrie Schuck, 440.525.7338 or email lschuck3@lakelandcc.edu
<u>Veterans Center</u>	Veterans Center Office Monday – Thursday 9 a.m. - 5 p.m. (On-site) Friday 9 a.m. – noon (On-site) <i>*NOTE: The veterans lounge is open any time the college is open.</i> Benefits Certifying Monday & Wednesday 9 a.m. - 3 p.m. (On-site) Monday & Wednesday 3:30-5:30 p.m. (Remote) Tuesday & Thursday 8 a.m. - 4 p.m. (Remote)	S. Rhonda Osagie-Erese Veterans Center Manager 440.525.7529 or email LakelandVeterans@lakelandcc.edu Debra Weber, 440.525.7246 or email dweber@lakelandcc.edu
<u>Women’s Center</u>	Monday – Thursday 8 a.m. – 5:30 p.m. (Remote) Friday 8 a.m. – Noon (Remote)	Gloria Lane, 440.525.7436 or email glane@lakelandcc.edu or (text) 440.925.5171 Available by appointment to meet on-campus as needed.