

CURRENT HOURS OF OPERATION

Revised November 17, 2020

Due to the COVID-19 Coronavirus health crisis, college departments are working a schedule beginning August 3rd 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
Student Service Center (including Admissions, Registration, Financial Aid)	Monday – Thursday 8 a.m. to 6 p.m. (Remote) Friday 8 a.m. to Noon (Remote)	Financial Aid: 440.525.7070 or email finaid@lakelandcc.edu Send any financial aid-related documents via secure upload (myLakeland login required) or faxed to 440.525.7704. Admissions/Registration: 440.525.7100 or email registration02@lakelandcc.edu Student Service Center: 440-525- 7050 or email sscenter@lakelandcc.edu . College Credit Plus: ccpinfo@lakelandcc.edu
Counseling	Monday-Thursday 8 a.m. to 6 p.m. (Remote) Friday 8 a.m. to Noon (Remote)	To make an appointment, call 440.525.7200.
Academic Offices (Deans, Associate Provosts, Provost)	Provost’s Office Monday - Thursday 7:30 a.m. to 5 p.m. (Remote) Friday 7:30 a.m. to 11:30 a.m. (Remote) Arts and Sciences Office Monday – Thursday 8 a.m. – 6 p.m. (Remote) Friday 8 a.m. – noon (Remote)	Provost’s Office: Rita Smolik, 440.525.7089 or email rsmolik@lakelandcc.edu Arts and Sciences: Jeri Pilarczyk, 440.525.7261 or email jpilarczyk5@lakelandcc.edu Karen Tarasco, 440.525.7354 or email ktarasco@lakelandcc.edu Michelle Durr, 440.525.7223 or email mdurr2@lakelandcc.edu

<p>Academic Offices (Deans, Associate Provosts, Provost) cont'd</p>	<p>Applied Studies Office: Monday - Thursday 7:30 a.m. – 5:30 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p> <p>Health Technologies Office Monday and Wednesday 8 a.m. – 5 p.m. (On-site)</p> <p>Monday - Thursday 8 a.m. to 6 p.m. (Remote)</p> <p>Friday 8 a.m. to Noon (Remote)</p> <p>Associate Provost for Teaching and Learning Office Monday - Thursday 8 a.m. to 5:30 p.m. (Remote)</p> <p>Friday 8 a.m. to 12 p.m. (Remote)</p> <p>Associate Provost for Strategic Educational Programs and Retention Initiatives Office Monday – Thursday 8 a.m. to 6 p.m. (Remote)</p> <p>Friday 8 a.m. to Noon (Remote)</p>	<p>Applied Studies: Cynthia Millonzi, 440-525-7085 or email cmillonzi@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>
<p>Accommodations Center</p>	<p>Counselors and staff are working remotely.</p>	<p>For an appointment, contact Theresa Myllykoski, 440.525.7557 or email tmyllykoski@lakelandcc.edu</p>
<p>Administrative Technologies</p>	<p>Monday – Thursday 8 a.m. – 5 p.m. (Remote)</p> <p>Friday 8 a.m. – Noon (Remote)</p>	<p>Randi Ferline, 440.525.7020 or email rferline@lakelandcc.edu</p>

Arts at Lakeland	<p>Monday – Thursday 8 a.m. – 6 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>
Athletic and Fitness Center Athletic and Fitness Center	Currently closed	Scott Barlow, 440.525.7350 or email sbarlow@lakelandcc.edu
Athletics	Spring sports schedule TBD	Scott Barlow, Athletic Director, 440.525.7350 or email sbarlow@lakelandcc.edu
Bookstore	<p>Monday – Thursday 10 a.m. – 3 p.m. for online order* pick-up and in-store purchases</p> <p>*Students can choose free shipping for online orders over \$100</p>	Students wishing to cancel an order or ask a question, email (<i>do not call</i>) jdalton7@lakelandcc.edu (<i>include four-digit order number and name</i>)
Breakers	Currently closed	Vending machines available outside of Breakers and on the first floor of H building. Food and drink may only be consumed in private offices away from others, on the first and second floor of Breakers and ground floor of H building.
Business Services	<p>Accounts Payable Monday – Thursday 7:30 a.m. to 5 p.m. (Remote)</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. (Remote)</p> <p>Friday 8 a.m. to Noon (Remote)</p> <p>On-site as needed.</p>	<p>Budgeting: Thomas Reynolds, 440.525.7064 or email treynolds17@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>

Business Services cont'd	Payroll Monday - Thursday 8 a.m. to 5 p.m. (Remote) Friday 8 a.m. to Noon (Remote) On-site as needed.	Vicki Miller, 44.525.7061 or email vmiller26@lakelandcc.edu
Campus Kids	Closed until Jan. 19, 2021	Cris Vanek, 440.525.7196 or email cvanek@lakelandcc.edu
Campus Police	On-site 24/7	440.525.7241 or 911 from campus
Career Services	Monday - Thursday 8 a.m. – 5:30 p.m. (Remote) Friday 8 a.m. – Noon (Remote)	440.525.7222 or email careerservices@lakelandcc.edu Rhonda Butler, 440.525.7432 or email rbutler15@lakelandcc.edu Marie Meeks, 440.525.7222 or email mmeeks9@lakelandcc.edu Karyn Stovicek, 440.525.7434 or email kstovicek@lakelandcc.edu Julie Weyer, 440.525.7454 or email jweyer1@lakelandcce.edu
Cashier's	Monday - Thursday 8 a.m. – 5 p.m. (Remote) Friday 8 a.m. – Noon (Remote)	For billing questions, deposits or other cashier-related issues, contact Debra Robinson, 440.525.7134 or email drobenson@lakelandcc.edu
Community & College Relations	Monday – Thursday 7 a.m. – 5:30 p.m. (Remote) Friday 8 a.m. – Noon (Remote)	Denise Timms, 440.525.7323 or email dtimms@lakelandcc.edu
Computer Labs	A-1046 Computer Lab: Closed	See https://lakelandcc.edu/web/about/notices/coronavirus for information about Chromebook rentals.
Event Services & Facility Rentals		Connie Glanzer, 440.525.7746 or email cglanzer2@lakelandcc.edu
Health Clinic (Lake Health)	The Clinic is currently closed.	

Help Desk	Remote support available 24/7	440.525.7570 (available 24 hours) or visit www.lakelandcc.edu/help Live Chat is available during Lakeland staffed hours.
Hispanic Program	Tuesday and Thursday 8 a.m. – 4:30 p.m. (Remote)	Lissette Piepenburg, 440.525.7576 or email lpiepenburg1@lakelandcc.edu
HIVE Makerspace	Monday – Thursday 8 a.m. – 5 p.m. (Remote) Friday 8 a.m. – Noon (Remote) <i>Access to HIVE Lab and Shop available by appointment</i>	Owen Schoeniger, 440.525.7855 or email oschoeniger1@lakelandcc.edu Samantha Ciferno, 440.525.7561 or email sciferno1@lakelandcc.edu
Holden University Center	Monday – Thursday 8 a.m. - 7 p.m. (Remote) Friday & Saturday 8 a.m. - Noon (Remote) <i>The building and computer lab are currently closed.</i>	440.525.7535 or uc@lakelandcc.edu or visit lakelandcc.edu/uc
Honors Program	Monday - Thursday 8 a.m. – 5 p.m. (Remote) Friday 8 a.m. – Noon (Remote)	Email lakelandhonors@lakelandcc.edu
Human Resources	Monday - Thursday 7:30 a.m. – 5 p.m. (Remote) Friday 7:30 a.m. – Noon (Remote) Will be on-campus by appointment only.	Carol Burger, 440.525.7555 or email cburger@lakelandcc.edu Tammy Konte, 440.525.7045 or email tkonte@lakelandcc.edu
Instructional Technologies	Classroom Technologists: Monday – Thursday 7:00 a.m. – 7:00 p.m. (On-site AND Remote) Friday 7:30 – 11:30 a.m. (Remote) Instructional Technologies Office: Monday – Thursday 7:30 a.m. – 5:30 p.m. (Remote)	For assistance with Blackboard, Webex, TechSmith Knowmia or Respondus LockDown Browser, call 440.525.7129 or email ITD@lakelandcc.edu Diana Monasky, 440.525.7495 or dmonasky@lakelandcc.edu

Instructional Technologies cont'd	Friday 8:00 a.m. – Noon (Remote)	
Lakeland Cares Cupboard	Closed until further notice	For assistance with food or other unexpected hardships, please visit https://www.lakelandcc.edu/web/about/immediate-needs-grant
Lakeland Foundation	Monday - Thursday 8 a.m. – 5 p.m. (Remote) Friday 8 a.m. – Noon (Remote)	Nancy Brooks, 440.525.7094 or email nbrooks@lakelandcc.edu
Learning Center	Currently offering online tutoring only Monday – Thursday 9 a.m. – 6:30 p.m. (Remote) Friday 8 a.m. – Noon (Remote)	Tutoring, writing center, study tables and coaching are available online. To make an online appointment, log in to myLakeland , click the Student Tab , click Schedule It , click Schedule a Tutoring or Writing Center Appointment, and follow the prompts. Student success navigators will continue taking appointments through WebEx. To make an appointment with a navigator, or if you have a question or problem scheduling a tutor appointment, call 440-525-7019.
Library Reference & Instruction Services	Monday - Thursday 8 a.m. – 10 p.m. (Remote) Friday 8 a.m. – Noon (Remote) Saturday 9 a.m. – 1 p.m. (Remote)	Reference: reflibrarian@lakelandcc.edu or 440.525.7425 Circulation: lakelandlibrary@lakelandcc.edu or 440.525.7424
Library Circulation Services	No-Contact Pickup Services Reserves Lakeland Library books OhioLINK books Print/Copy/Scan-to-email Available Monday – Thursday 11 a.m. – 3 p.m. Curbside at B-building parking lot Library Lobby, Room C-3051 Holden Outdoor Pickup at the Holden	Circulation: lakelandlibrary@lakelandcc.edu or 440.525.7424 Monday – Thursday 8 a.m. – 5 p.m. Friday 8 a.m. - noon

Library Circulation Services cont'd	University Center (24-hour access)	
Library Offices	Monday - Thursday 8 a.m. – 6 p.m. (On-site) AND 9:30 a.m. – 3:30 p.m. (Remote) Friday 8 a.m. – Noon (Remote)	Linda Glasser 440.525.7067 or email lglasser@lakelandcc.edu
Marketing	Monday - Thursday 8 a.m. – 6 p.m. (Remote) Friday 8 a.m. – Noon (Remote)	Marketing specialists: Colleen Marble, 440.525.7287 cmarble@lakelandcc.edu Jessica Novak, 440.525.7278 jnovak@lakelandcc.edu Adam Continenza, 440.525.7507 acontinenza3@lakelandcc.edu
Men's Resource Center	Monday - Thursday 8 a.m. – 5:30 p.m. (Remote) Friday 8 a.m. – Noon (Remote)	Jim Shelley, 440.525.7447 or email jshelley@lakelandcc.edu Staff available by appointment to meet on-campus as needed.
Mooreland		Melissa Leone, Event Manager, Normandy Catering at 440.585.5850 x10 or MLEone@NormandyCatering.com Kathy Stropki, Event Manager, Normandy Catering at 440.585.5850 x14 or Kathy@NormandyCatering.com
New Student Orientation	Monday - Thursday 8 a.m. – 5:30 p.m. (Remote) Friday 8 a.m. – Noon (Remote)	Theresa Weiler 440.525.7349 Tweiler2@lakelandcc.edu or (text) 440.742.4394 Staff available by appointment to meet on-campus as needed.
Nonprofit and Public Service Center	Monday – Thursday 8 a.m. – 5:30 p.m. (Remote) Friday 8 a.m. – Noon (Remote)	Edie Gauvin, 440.525.7583 or email egauvin1@lakelandcc.edu
Part-time Faculty Offices (A-2130)	Monday and Thursday 8 a.m. – 5 p.m. (On-site)	Christine Ujcich, 440.525.7193 or email cujcich3@lakelandcc.edu

<p>Part-time Faculty Offices (A-2130) cont'd</p>	<p>Tuesday and Wednesday 8 a.m. – 5 p.m. (Remote)</p> <p>Friday 8 a.m. to Noon (Remote)</p>	
<p>Production Center/Mailroom</p>	<p><i>The production center and mail service will be open Nov. 30 – Dec. 22.</i></p> <p>Monday – Thursday 6:30 a.m. – 3: 30 p.m. Friday 6:30-11 a.m. (On-site) Sat-Sun. Closed</p> <p>To minimize contact, the production center (room C-10) is restricted and closed to all foot traffic and production center personnel will <i>not</i> be delivering mail or copy jobs to campus departments.</p> <p>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).</p> <p>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.</p> <ul style="list-style-type: none"> · 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 <i>after</i> 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. 	<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	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 the master and hard copy request form in the drop box outside the production center entrance or in the bin in the mail room Copy jobs will be available for pick-up in the mailroom (C-8). To minimize contact, production center personnel will <i>not</i> be delivering mail to campus departments.	
Recruitment	Monday - Thursday 7:30 a.m. – 5 p.m. (Remote) Friday 8 a.m. – Noon (Remote)	Leslie Mohr 440.525.7422 or email lmohr@lakelandcc.edu
Shipping and Receiving	Monday - Thursday 8 a.m. – 1 p.m. (On-site)	Mark Iacofano 440.525.7137 or email miacofano@lakelandcc.edu
Shuttle Service	No service at this time	Times of operation & route map: http://www.lakelandcc.edu/web/about/police-parking-shuttles
Student Development (Dean of Students) and Student Engagement & Leadership (SEAL)	Monday -Thursday 8:00 a.m. – 5:30 p.m. (Remote) Friday 8 a.m. – Noon (Remote)	Student Development Jan Post 44.525.7744 or email jpost@lakelandcc.edu SEAL Christa Parisi 440.525.7271 or email cparisi2@lakelandcc.edu or (text) 440.290.6267 Staff available by appointment to meet on-campus as needed.
Teaching Learning Center (TLC)	Closed until Jan. 11, 2021	Cristen Vanek 440.525.7196 or email cvanek@lakelandcc.edu
Tech Prep	Tuesday - Thursday 9 a.m. – 3 p.m. (Remote)	Chris Riley, 440.525.7493 or email criley@lakelandcc.edu

Test Center	TEAS-only testing on: <ul style="list-style-type: none"> • Thursday, Nov. 19 at 5 p.m. • Friday, Nov. 20 at 8:15 a.m. TEAS and Accuplacer testing on: <ul style="list-style-type: none"> • Tuesday, Jan. 12 8 a.m. – 9 p.m. 	Teresa Cardisco 440.525.7568 or email tcardisco@lakelandcc.edu
Transfer Center	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
Veterans Center	Monday - Thursday 8 a.m. – 4 p.m. (Remote)	Debra Weber, 440.525.7246 or email dweber@lakelandcc.edu
Women’s Center	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.