Suffolk
COUNTY COMMUNITY COLLEGE

**OFFICE OF LEGAL AFFAIRS**

Via Email: EBurke@nysid.org

September 30, 2020

Mr. Eric S. Burke
Contract Administration Specialist
New York State Industries for the Disabled, Inc. ("Contractor")
11 Columbia Circle Drive
Albany, NY 12203-5156

Re: Agreement for Shredding Services (Contract No. 21-CC-047)

Dear Mr. Burke:

This will confirm Contractor's consent to amend the above-referenced Agreement with Suffolk County Community College as follows:

1. Commencing October 1, 2020, the Agreement at Exhibit A shall be amended as follows:

**A. Scope of Work**

i. Contractor/subcontractor will provide **bi-weekly shredding service**, i.e. every other week, for a 12-month period at nineteen (19) campus locations identified on Attachment B-1.

ii. Contractor/subcontractor will provide **monthly shredding service**, i.e., every four (4) weeks, for a 12-month period at thirty-four (34) campus locations identified on Attachment B-1.

iii. Contractor/subcontractor will provide **monthly shredding service**, i.e., every four (4) weeks, for a 12-month period at the College's two (2) Downtown Centers in Sayville and Riverhead.

**B. Pricing**

i. Basic Charge for **bi-weekly service**, i.e., every other week for a twelve (12) month period for each of the nineteen (19) campus pickup locations provided herein is **$184.68 per each College-wide pickup** (service to nineteen (19) locations during one bi-weekly visit).

ii. Basic Charge for **monthly service**, i.e., every four weeks for a twelve (12) month period for each of the thirty-two (32) campus locations provided herein is **$330.48 per each College-wide pick-up** (service to thirty-four (34) locations during one monthly visit).

iii. Basic Charge for monthly service, i.e. one pickup per month for the College's two (2) Downtown Centers in Sayville and Riverhead is $30.00 per Downtown Center.

2. Attachment B to the Agreement shall be amended as reflected on Attachment B-1 (attached hereto) to specify the locations to receive bi-monthly and monthly services.

3. All other terms and conditions of the Agreement, not inconsistent herewith, shall remain in full force and effect.

Please indicate your approval by signing this letter and returning one (1) copy via email to Kathryn Mattia, Office of Legal Affairs at mattiak@sunysuffolk.edu.

Thank you.

Sincerely,

Mark D. Harris, DBA
Vice President for Business and
Financial Affairs

New York State Industries for the Disabled, Inc.

By: _____ 10/2/202
Meredith Hartman Date
V.P. of Contract Administration

**Attachment B-1**

**West Campus Pick-up Locations - Crooked Hill Rd., Brentwood, NY 11717-1902 (Updated: 9/22/20)**

| Building | Room # | Location | Contact Person | Office Hours | Pickup Rotation |
|---|---|---|---|---|---|
| Captree Commons | 110 | Campus Activities | Michele Cadiz | M-F, 9-5 | 4 weeks |
| Caumsett Hall | 20 | Counseling | Donna D'Arienzo | M-F, 9-5 | 4 weeks |
| Caumsett Hall | 30 | Financial Aid | Zobeida Carlina | M-F, 9-5 | Bi-weekly |
| Caumsett Hall | 100 | Academic Affairs | Michele Glavich | M-F, 9-5 | 4 weeks |
| Caumsett Hall | 104 | Executive Dean | Denise Richardson | M-F, 9-5 | 4 weeks |
| Caumsett Hall | 106 | Student Services | Karen Timlin | M-F, 9-5 | 4 weeks |
| Caumsett Hall | 110 | Admissions | June Middendorf | M-F, 9-5 | Bi-weekly |
| Caumsett Hall | 111 | Welcome Center | Pat Buehrle Johnson | Not Needed | Not Needed |
| Caumsett Hall | 113 | Registrar | Jeanine Kirk-Marcello | M-F, 9-5 | Bi-weekly |
| Caumsett Hall | 113 | Cashier | Janet Napoli | M-F, 9-5 | Bi-weekly |
| Multi-Purpose (HSEC) | A102 | Math, HVAC, Manufac. Tech. | Mary Ramos | T/TH, 9-5 | Bi-weekly |
| Multi-Purpose (HSEC) | A302 | Social Science | Jean Nolin | T/TH, 8-4 | 4 weeks |
| Caumsett Hall | 220 | Career & Transfer Center | Thomas Tartaglia | M-F, 9-5 | Bi-weekly |
| Paumanok Hall | 109 | Veterinary Science | College Aides | M-F, 7:30-12:30 | 4 weeks |
| Nesconset Hall | One | Business & Technology | Suzanne McCall | M/W, 9-5 | 4 weeks |
| Sagitkos | 201 | Instruction | Barbara Diore | M-TH, 9-5 | 4 weeks |
| Sagitkos | 101 | ESL | Kenyis Rosario | T/W/TH, 9-4 | 4 weeks |

**East Campus Pick-up Locations, 121 Speonk-Riverhead Rd., Riverhead, NY 11901-3499**

| Building | Room # | Location | Contact Person | | Pickup Rotation |
|---|---|---|---|---|---|
| Peconic | 212 | Counseling | Julie Bohn | T-TH, 9-5 | 4 weeks |
| Peconic | 216 | Admissions | Karen Miglino | M-F, 9-5 | 4 weeks |
| Peconic | 230 | Business Office | Gina Sirico | M-F, 9-5 | 4 weeks |
| Peconic | 224 | Dean of Students | Joan Scanlon | T-F, 9-5 | 4 weeks |
| Peconic | 228 | Executive Dean | Donna Copenhaver | T-F, 9-5 | 4 weeks |
| Shinnecock | 220 | Math and Science | Kim Wourgola | M/T, 7:30, 3:30 | 4 weeks |
| Corchaug | 7 | Nursing | Christine Dyer | M-TH, 7:30-3:30 | 4 weeks |
| Orient | 118 | Office of Instruction | Adrienne Michaud | M-T, 7:30-3:30 | 4 weeks |

**Ammerman Campus Pick-up Locations, 533 College Road, Selden, NY 11784-2899**

| Building | Room # | Location | Contact Person | | Pickup Rotation |
|---|---|---|---|---|---|
| Kreiling Hall | 106 | Health Services | Agnes Hahn or Gerri Keane | M-F, 9-5 | Bi-weekly |
| Babylon Student Center | 205 | Career Services | Ellen Richards | M-F, 9-5 | 4 weeks |
| Riverhead | 39 | EMT/Paramedic Program | Paul Marra | W 9-5, Th 7-1 | 4 weeks |
| Riverhead **(2 consoles)** | 100 | Computer Center | Laurel Wind | TH-F, 8-4 | 4 weeks |
| Riverhead **(2 consoles)** | 106C | Nursing & Education, Health & Human Services | Leonor Nicosia Cecilia Bishop | M-TH, 8-4 | 4 weeks |
| Ammerman | 10 | Registrar | Kelli Malerba Stacey Shanley | M-F, 9-5 | Bi-weekly |
| Ammerman | 10 | Cashier | Allen Lee | M-F, 9-5 | Bi-weekly |
| Ammerman | 16 | Financial Aid | Lisa Sayer | M-F, 9-5 | Bi-weekly |
| Ammerman | 100E | Business Office | Allen Lee | M-F, 9-5 | Bi-weekly |
| Ammerman | 102D | Testing & Advising | Aida Monza | M-F, 9-5 | Bi-weekly |
| Ammerman | 200 | Campus Executive Dean | Linda Kuehhas | T,W,TH 9-5 | 4 weeks |
| Ammerman | 200 | Dean of Students | Lisa Zanca | T,W,TH 9-5 | 4 weeks |
| Ammerman | 209 | Counseling Center | Roseanna Michelsen | M-F, 9-5 | 4 weeks |

| | | | | | |
|---|---|---|---|---|---|
| NFL | 120 | Student Affairs | Jill Bauccio | M-F, 9-4 | Bi-weekly |
| NFL | 124 | Human Resources | Lynda Giordano | M-F, 9-4:30 | Bi-weekly |
| NFL | 230 | Legal Services | Gail Kenehan | M-F, 9-5 | Bi-weekly |
| NFL | 232 | Central Business Office | Stacey Busching | M-F, 9-5 | Bi-weekly |
| Islip Arts Bldg. | 114 | Language Lab | Catherine Garcia-Hill | M-TH, 8-2:30 | 4 weeks |
| Lindsay Life Science Bldg. | 301 | Biology | Dina Vitale | M/W, 8-4 | 4 weeks |
| Huntington Library | 104 | Central Admissions | Andrea Sico | M-F, 9-5 | Bi-weekly |
| Huntington Library | 104 | Central Records | Karen Calinski | M-F, 9-5 | Bi-weekly |
| Brookhaven Gymnasium | 110 | Athletics | Gina Caputo | M-F, 10-2 | 4 weeks |
| Huntington Library | Cir Desk | Ammerman Library | Carolyn Squires | M-F, 9-5 | Bi-weekly |
| Southampton Bldg. | 224H | Social Science/C.J. | Eileen Clark | M-F, 7:30-2:30 | 4 weeks |
| Southampton Bldg. | 117 | Philosophy | Maria Cherubino | M,W,TH 7:30-3:30 | 4 weeks |
| Smithown Science Bldg. | 100 | Faculty & Prof. Advance | Michele Fitzpatrick | M-TH, 8-3 | 4 weeks |
| North Bldg. | 1st floor | Institutional Effectiveness | Melissa Lauricella | M-F, 8-4 | 4 weeks |
| **Downtown Sayville Pick-up Locations, 30 Greene Avenue, Sayville, NY 11782 (One Monthly pick-up)** | | | | | |
| Sayville Downtown Center | 112 | School of Nursing | Susan Signorelli | M-F, 9-4 | |
| **Downtown Riverhead Pick-up Locations, 20 East Main Street, Riverhead, NY 11901 (One Monthly pick-up)** | | | | | |
| Riverhead Downtown Center | 114 | Culinary Arts & Hospitality | Phyllis Somerville | M-W, 9-4 | |
| Riverhead Downtown Center | 212 | Dietetic Technician | | | |

## SUFFOLK COUNTY COMMUNITY COLLEGE

## AGREEMENT

TO: Eric S. Burke
Contract Administration Specialist
New York State Industries for the Disabled, Inc. ("Contractor")
11 Columbia Circle Drive
Albany, NY 12203-5156

FROM: Gail Vizzini
Vice President for Business and Financial Affairs
Suffolk County Community College ("College")
533 College Road
Selden, NY 11784-2899

RE: Shredding Services, in accordance with the bid terms, conditions and specifications, as more fully described in Attachment A, and Attachment B.

TERM: **December 30, 2018 through December 29, 2021**

PRICING: As set forth in Attachment A, annexed hereto.

PICK-UP LOCATIONS: As set forth in Attachment B, annexed hereto.

1. The pricing specified in Attachment A constitutes the full obligation of the College for shredding services at specific pick-up locations throughout the College, as specified in Attachment A and Attachment B, annexed hereto and made a part of this Agreement.

2. Other than subcontracting to a Member or Associate Member Agency, it is understood that Contractor is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this Agreement, or it right, title, or interest herein, or its power to execute this Agreement, to any other person or corporation.

3. Contractor warrants that it is not in arrears to the College or the County of Suffolk upon debt or contract and is not a defaulter as surety, contractor or otherwise on any obligation to the College or the County of Suffolk.

4. It is expressly agreed that Contractor's status hereunder is that of an independent contractor. Neither Contractor nor any person hired by Contractor shall be considered an employee of the College or the County of Suffolk for any purpose.

5. Any communications, notice, claim for payment, report or other submission necessary or otherwise required to be made by Contractor to the College, shall be deemed to have been duly made upon receipt by the College at the Business and Financial Affairs Office.

6. If any term or provision of this instrument is held invalid or unenforceable, the remainder of the Agreement shall not be affected and shall remain in full force and effect.

7. It is understood that this instrument represents the entire Agreement; that all previous understandings are merged herein; and that no modifications shall be valid unless so amended by mutual written agreement.

8. Contractor represents and warrants that it has not offered or given any gratuity to any official, employee or agent of Suffolk County or of New York State or of any political party, with the purpose or intent of securing an agreement or securing favorable treatment with respect to the awarding or amending of an agreement or the making of any determinations with respect to the performance of an agreement, and that Contractor has read and is familiar with the provisions of Local Law No. 32-1980 of Suffolk County (Chapter 386 of the Suffolk County Code).

9. Contractor represents and warrants that, unless exempt, it has filed with the Comptroller of Suffolk County the verified public disclosure statement required by Local Law No. 14 of 1976, as amended (Sec. A5-7 of the Suffolk County Code) and agrees to file an updated statement with the said Comptroller on or before the 31st day of January in each year of the Agreement's duration. Contractor acknowledges that such filing is a material, contractual and statutory duty and that the failure to file such statement shall constitute a material breach of this Agreement, for which the College shall be entitled, upon a determination that such breach has occurred, to damages, in addition to all other legal remedies, of fifteen percent (15%) of the amount of the Agreement.

10. The Contractor agrees that it shall protect, indemnify and hold harmless the College and its officers, officials, employees, contractors, agents and other persons from and against all liabilities, fines, penalties, actions, damages, claims, demands, judgments, losses, costs, expenses, suits or actions and reasonable attorneys' fees, arising out of the acts or omissions or the negligence of the Contractor in connection with the services described or referred to in this Agreement. The Contractor shall defend the College and its officers, officials, employees, contractors, agents and other persons in any suit, including appeals, or at the College's option, pay reasonable attorney's fees for defense of any such suit arising out of the acts or omissions or negligence of the Contractor, its officers, officials, employees, subcontractors or agents, if any, in connection with the services described or referred to in this Agreement.

11. **College's Non-Discrimination Notice**

Suffolk County Community College does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, equal pay compensation-sex, national origin, military or veteran status, domestic violence victim status, criminal conviction or disability in its admissions, programs and activities, or employment. This applies to all employees, students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting either of the Civil Rights Compliance Officers/Coordinators listed below and are located at www.sunysuffolk.edu/nondiscrimination. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

The following persons have been designated to handle inquiries regarding the College's non-discrimination polices:

Civil Rights Compliance Officers

**Christina Vargas**
Chief Diversity Officer/Title IX Coordinator
Ammerman Campus, NFL Bldg., Suite 230
533 College Road, Selden, New York 11784
vargasc@sunysuffolk.edu
(631) 451-4950

or

**Dionne Walker-Belgrave**
Affirmative Action Officer/Deputy Title IX Coordinator
Ammerman Campus, NFL Bldg., Suite 230
533 College Road, Selden, New York 11784
walkerd@sunysuffolk.edu
(631) 451-4051

If the above terms and conditions are acceptable, please sign where indicated and return two (2) originals as soon as possible to:

Suffolk County Community College
Office of Legal Affairs, NFL-230
Attn.: Kathryn S. Mattia
533 College Road
Selden, NY 11784-2899

Approved: _____ Date: NOV 30 2018
Gail Vizzini
Vice President for Business and
Financial Affairs

APPROVED AS TO LEGALITY
Suffolk County Community College

_____
By: Louis J. Petrizzo
College General Counsel/Executive V.P.

Date: 11/28/18

NEW YORK STATE INDUSTRIES
FOR THE DISABLED, INC.
FID #:13-2841179
Tel.: (518) 463-9706

_____
By:Meredith Hartman
V.P. of Contract Administration

Date: 11/26/2018

NEW YORK STATE OF OPPORTUNITY. | Office of General Services | Procurement Services

# Purchasing Agency Statement of Work For Preferred Source Services

**Each of the sections below must be completed. Additional documents may be attached.**

# FORM 1

***To be completed by the Purchasing Agency.*** ***Date:*** 8/28/18

## Project Information

| | |
|---|---|
| *Purchasing Agency Name* | Suffolk Community College |
| *Contact Name* | Beatriz Castano |
| *Contact Email* | castanb@sunysuffolk.edu |
| *Contact Phone Number* | 631-451-4435 |
| *Contact Street Address* | 533 College Road |
| *City, State Zip* | Selden, NY 11784-2899 |
| *Project Name* | Click here to enter text. |
| *Proposed Start Date* | 12/30/2018 |
| *Preferred Source Facilitating Entity* | NYSID |

## Approved Preferred Source Service(s):

**Click here for a link to the detailed list of Preferred Source offerings. Please be sure to review the definitions of the service(s) you are selecting to ensure that the correct one(s) are chosen. Select appropriate service(s) from the drop down list of approved services. *Form fields will expand as text is entered.***

***Only approved services are listed. If the service you are looking for is not listed, follow the purchasing order of precedence established under NYS Finance Law § 163 (3)(a)(i), http://codes.findlaw.com/ny/state-finance-law/stf-sect-163.html.***

**NYSPSP APPROVED SERVICES**

| |
|---|
| • Choose an item. |
| • Choose an item. |
| • Choose an item. |
| • Choose an item. |

**NYSID APPROVED SERVICES**

| |
|---|
| • Secure Document Destruction |
| • Choose an item. |
| • Choose an item. |
| • Choose an item. |

**Has your Purchasing Agency held a competitively awarded contract for this service within the last five years?**

Form 1
Purchasing Agency
Statement of Work for Preferred Source Offerings

**No**

**If yes, please attach a copy of the contract scope and pricing to Form 1.**

## *Proposed Contract Term*

12/30/2018-12/29/2021

## *Scope of Work*

**Describe the actual tasks that the Preferred Source will be expected to perform. As with all other portions of Form 1, every effort should be made to include as much detail as possible.**

Contractor/subcontractor will provide bi-weekly shredding service, i.e. every other week for a 12-month period at the pickup locations provided herein. Dates may vary depending on holiday and inclement weather adjustments. A specific day of the week will be arranged by the College and the contractor/subcontractor.
Vehicle breakdown is not an acceptable reason for non-compliance to contract requirements and may be a reason for cancellation of any contract.

**Equipment**

Contractor/subcontractor will provide 19"W x 19"D x36"H locking shredding consoles for each College-wide permanent pickup location which includes delivery and maintenance of the console. Each console must include a nylon hanging bag. Contractor/subcontractor will provide pickup service to each of the shredding consoles on a bi-weekly basis. Contractor/subcontractor will empty and remove material collected in the above located shredding consoles and empty into an otto provided by the contractor. The otto containing material for shredding will be securely handled by Contractor/subcontractor at all times during the pickup process. Contractor/subcontractor will check that all consoles are locked after emptying.
Contractor/subcontractor will provide a Certificate of Destruction for each pickup.

**Pricing**

- Basic Charge for bi-weekly service, i.e., every other week for a twelve (12) month period for each of the 53 pickup locations provided herein $ **515.16** per College-wide pickup. A College-wide "pickup" is defined as all 53 locations during one bi-weekly visit.
- Basic Charge for monthly service, i.e. one pickup per month for the College's two (2) Downtown Centers in Sayville and Riverhead at $ **30.00** per Downtown Center.
- Contractor will charge $ **9.72** per pickup for each additional stop at a new permanent location whereby a 19"W x 19"D x 36"H locking shredding console with nylon hanging bag will be provided.
- If additional shredding material has accumulated beyond the capacity of the permanent shredding console, the Contractor will also pickup additional boxes of shredding at the cost of $ **2.70** per box. The College will provide its own boxes.
- Contractor will provide seven (7) 95 gallon otto containers for use by the College at the North Bldg., Ammerman Campus, 533 College Road, Selden, New York. Contractor will charge $ **27.00** per 95 gallon otto picked up at the North Bldg. location upon the College's request. The minimum number of ottos for pickup will be a quantity of three (3). The College will coordinate these pickups with a normal routine pickup day to avoid additional cost for a separate day pickup.

**Form 1**
Purchasing Agency
Statement of Work for Preferred Source Offerings

- Upon request by the College, contractor will provide a 95 gallon otto to be delivered to a location at any of the three campuses for use on a temporary basis. The College will arrange with the contractor/subcontract for delivery or pickup of the otto during a normal routine bi-weekly college-wide pickup to avoid additional pickup costs. The Contractor will charge **$ 27.00** for each additional otto pickup.
- On occasion a pickup may be required at the North Bldg., Ammerman Campus containing mixed media (CDs, floppy discs, and zip drives). The Contractor will charge **$ 64.80** per 95 gallon otto pickup or **$ 6.48** per box.

**College Contact**
College contact person for the daily shredding operation is Jill Bauccio. She can be reached at (631) 451-4008. Billing to be submitted monthly must include an itemization of all monthly pickups along with a certificate of destruction.

## *Work Location(s)*

Ammerman Campus in Selden, New York 11784; Eastern Campus in Riverhead NY 11901; Michael J. Grant Campus in Brentwood NY 11717; Sayville Center in Sayville NY; Riverhead Downtown Center in Riverhead NY. List of locations in each campus/center will be forwarded separately.

**If the service is subject to Article 9 Prevailing Wage requirements, click on the link below to request the appropriate PRC number and enter it in the box below.**
**http://www.labor.state.ny.us/workerprotection/publicwork/pWReqforOWS.shtm**

**PRC NUMBER** N/A

## *Special Requirements*

**Describe any special requirements, (i.e. certifications, industry standards, mandatory staffing levels, emergency requests, security, uniform, or background checks) for the service(s) being performed.**

Click here to enter text.

**Form 1**
Purchasing Agency
Statement of Work for Preferred Source Offerings

**By signing Form 1, I do so attest that:**

- **I have completed all required B-1184 documentation for this procurement, or, if a B-1184 is not required, I certify that my organization will have access to sufficient funds to meet this obligation.**
- **I have the authority to sign on behalf of the Purchasing Agency.**
- **I am responsible for reviewing the Preferred Source Facilitating Entity's complete Service Application and signing Form 4.**

**Purchasing Agency Authorized Signature** ____Beatriz Castano_____

**Print Name** __Beatriz Castano_____

**Title** Admin Director of Business Operations

**Date** _7/23/18_____

1. *Upon completion of Form 1, the Purchasing Agency must forward to the Preferred Source Facilitating Entity(ies) and retain a copy for the Agency's procurement record.*
2. *Upon acceptance of a complete Service Application from the Preferred Source Facilitating Entity, the Purchasing Agency must review and sign Form 4.*

***NOTE:*** *The Purchasing Agency must give the Preferred Source Facilitating Entity(ies) ten days to respond. It is the responsibility of the Purchasing Agency to follow all applicable finance laws and keep copies of these documents for their procurement record.*

**Form 1**
Purchasing Agency
Statement of Work for Preferred Source Offerings

| | |
|---|---|
| Name of Your Organization: | Suffolk Community College |
| Performing Member: | American Security Shredding Corporation |
| Service Location: | Ammerman Campus in Selden, New York 11784; Eastern Campus in Riverhead NY 11901; Michael J. Grant Campus in Brentwood NY 11717; Sayville Center in Sayville NY; Riverhead Downtown Center in Riverhead NY. List of locations in each campus/center will be forwarded separately. |
| Contract/PO #: | PO#UP012486 |
| Type of Service | Document Destruction |

| Please rate the following: | Excellent | | | | | Needs Improvement | | No Opinion |
|---|---|---|---|---|---|---|---|---|
| | 7 | 6 | 5 | 4 | 3 | 2 | 1 | X |
| | Circle One Response | | | | | | | |
| 1. Timeliness of Service: | 7 | 6 | 5 | 4 | 3 | 2 | 1 | |
| 2. Quality of Service Performed: | 7 | 6 | 5 | 4 | 3 | 2 | 1 | |
| 3. Conformance to Contract Specifications: | 7 | 6 | 5 | 4 | 3 | 2 | 1 | |
| 4. Responsiveness to/Cooperation with Customer Requests | 7 | 6 | 5 | 4 | 3 | 2 | 1 | |

If any of the above categories are rated less than satisfactory (4), please explain:

Additional Comments:

Please return this evaluation along with the Customer Renewal Form. Include any specification changes and a copy of the current Article 8 Prevailing Wage Schedule for this contract, if applicable, to:

New York State Industries for the Disabled, Inc.
ATTN: Burke, Eric
11 Columbia Circle Drive
Albany, NY 12203-5158

E-mail: eburke@nysid.org
Phone 518-463-9706
Ext: 239
Fax: [Staff Assignment Fax]

Authorized Signature: _____
Printed Name, Job Title _____
Date:

**End of Text for Attachment A**

| West Campus Pick-up Locations - Crooked Hill Rd., Brentwood, NY 11717-1902 (Bi-weekly pick-up) (Updated: 1/29/18) | | | | | |
|---|---|---|---|---|---|
| **Building** | **Room #** | **Location** | **Contact Person** | **Temp. Location** | **Phone** |
| Caumsett Hall | 20 | Counseling | Denise Francese | | 851-6262 |
| Caumsett Hall | 30 | Financial Aid | Annette Merring | | 851-6712 |
| Caumsett Hall | 100 | Academic Affairs | Michele Glavich | | 851-6522 |
| Caumsett Hall | 104 | Executive Dean | Janet Fenton | | 851-6520 |
| Caumsett Hall | 106 | Student Services | Karen Timlin | | 851-6521 |
| Caumsett Hall | 110 | Admissions | Denise Fileccia | | 851-6291 |
| Caumsett Hall | 111 | Welcome Center | June Shuett | | 851-6405 |
| Caumsett Hall | 113 | Registrar | Jeanine Kirk-Marcello | | 851-6782 |
| Caumsett Hall | 113 | Cashier | Janet Napoli | | 851-6779 |
| Multi-Purpose (HSEC) | A102 | Math, HVAC, Manufac. Tech. | Mary Ramos | | 851-6751 |
| Multi-Purpose (HSEC) | A302 | Social Science | Jean Nolin | | 851-6572 |
| Caumsett Hall | 220 | Career & Transfer Center | Thomas Tartaglia | | 851-6876 |
| Paumanok Hall | 109 | Veterinary Science | Theresa Patterson | | 851-6946 |
| Nesconset Hall | One | Business & Technology | Suzanne McCall | | 851-6762 |
| Sagitkos | 201 | Instruction | Denise Drevis | | 851-6786 |
| Sagitkos | 101 | ESL | Kenyis Rosario | | 851-6519 |
| **East Campus Pick-up Locations, 121 Speonk-Riverhead Rd., Riverhead, NY 11901-3499 (Bi-weekly pick-up)** | | | | | |
| **Building** | **Room #** | **Location** | **Contact Person** | | **Phone** |
| Peconic | 212 | Counseling | Rose Dimino | | 548-2524 |
| Peconic | 216 | Admissions | Karen Miglino | | 548-2516 |
| Peconic | 230 | Business Office | Roberta Burns | | 438-2549 |
| Peconic | 224 | Dean of Students | Joan Scanlon | | 548-2514 |
| Peconic | 228 | Executive Dean | Marge Timmons | | 548-2564 |
| Shinnecock | 220 | Math and Science | Kim Wourgola | | 548-2628 |
| Orient | 118 | Office of Instruction | Adrienne Michaud | | 548-2577 |
| **Ammerman Campus Pick-up Locations, 533 College Road, Selden, NY 11784-2899 (Bi-weekly pick-up)** | | | | | |
| **Building** | **Room #** | **Location** | **Contact Person** | | **Phone** |
| Kreiling Hall | 106 | Health Services | Agnes Hahn or Gerri Keane | | 451-4047 |
| Babylon Student Center | 205 | Career Services | Ellen Richards | | 451-4049 |
| Riverhead | 39 | EMT/Paramedic Program | Paul Marra | | 451-4718 |
| Riverhead **(2 consoles)** | 100 | Computer Center | Lucy Lucchese | | 451-4595 |
| Riverhead **(2 consoles)** | 106C | Nursing & Education, Health & Human Services | Lisa Zanca (Rm. 106) | | 451-4265 |
| Riverhead | 332 | Nursing | Kim Bonpietro | | 451-4674 |
| Ammerman | 10 | Registrar | Kelli Malerba | | 451-4648 |
| Ammerman | 10 | Cashier | Allen Lee | | 451-4081 |
| Ammerman | 16 | Financial Aid | Colleen McEneaney | | 451-4066 |
| Ammerman | 100E | Business Office | Allen Lee | | 451-4081 |
| Ammerman | 102D | Testing & Advising | Julie Davan | | 451-4056 |
| Ammerman | 200 | Campus Executive Dean | Linda Kuehhas | | 451-4259 |
| Ammerman | 200 | Dean of Students | Dale Catalano | | 451-4176 |
| Ammerman | 209 | Counseling Center | Roseanna Michelsen | | 451-4062 |
| NFL | 120 | Student Affairs | Jill Bauccio | | 451-4008 |
| NFL | 124 | Human Resources | Lynda Giordano | | 451-4200 |

| | | | | | |
|---|---|---|---|---|---|
| NFL | 230 | Legal Services | Gail Kenehan | | 451-4359 |
| NFL | 232 | Central Business Office | Stacey Busching | | 451-4236 |
| Islip Arts Bldg. | 114 | Language Lab | Catherine Garcia-Hill | | 451-4739 |
| Lindsay Life Science Bldg. | 301 | Biology | Karen Boswell | | 451-4316 |
| Annex | 111 | Central Admissions | Debbie Marino | | 451-4968 |
| Annex | 110 | Central Records | Karen Calinski | | 451-4018 |
| Brookhaven Gymnasium | 110 | Athletics | Gina Caputo | | 451-4380 |
| Huntington Library | Circ. Desk | Ammerman Library | Carolyn Squires | | 451-4173 |
| Southampton Bldg. | 224H | Social Science/C.J. | Eileen Mattucci | | 451-4336 |
| Southampton Bldg. | 117 | Philosophy | Maria Cherubino | | 451-4093 |
| Smithown Science Bldg. | 100 | Faculty & Prof. Advance | Vera Weeks | | 451-4464 |
| North Bldg. | 1st floor | Institutional Effectiveness | Melissa Lauricella | | 451-4129 |
| **Downtown Sayville Pick-up Locations, 30 Greene Avenue, Sayville, NY 11782 (One Monthly pick-up)** | | | | | |
| Sayville Downtown Center | 112 | School of Nursing | Susanne O'Brien | | 851-6970 |
| **Downtown Riverhead Pick-up Locations, 20 East Main Street, Riverhead, NY 11901 (One Monthly pick-up)** | | | | | |
| Riverhead Downtown Center | 114 | Culinary Arts & Hospitality | Janine Tortorella | | 548-3701 |
| Riverhead Downtown Center | 212 | Dietetic Technician/Nursing | Christine Dyer | | 548-3741 |

**End of Text for Attachment B**