



COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

February 10, 2012

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Jack Quinn, President
Erie Community College
121 Ellicott Street
Buffalo, New York 14203

Re: New Building for Erie Community College North Campus

Dear President Quinn,

Thank you for meeting with Deputy County Executive Richard Tobe and me on January 25, 2012, as well as attending a follow-up meeting that occurred with Deputy County Executive Tobe on February 2, 2012. While both meetings covered a number of issues, it is quite apparent that the most pressing matter to resolve is the proposed building project that Erie Community College ("ECC") is contemplating for the North Campus. Although there has been much public discussion about the potential project, including obtaining tentative financing from the Erie County ("County") and New York State, it is also obvious that a great deal of work remains to be accomplished before it will be possible to release funds for construction.

Therefore, I request that ECC provide my administration with the following information, reports and plans. I do not expect that all these materials will be immediately available. However, I request that you commence a process to obtain the information that is being requested and provide the materials to the undersigned as soon as each report/request is available.

1. Building Use Report for the new building, including its proposed size, what program or programs will be included in the new building, the approximate square footage need of each such program, and any special space requirements for such uses and program. Include whether such programs exist at ECC now, how much space they now use and how much they will use in the future. Include any needs for student or faculty support space, and net and gross square footage for the building. Also include the number of students that this space will accommodate in each program, the educational goals of such program (such as Associates Degree, a certification program or some other goal), and the likely career path for such students (such as attendance at a four year college or university, entry into the job market etc.)

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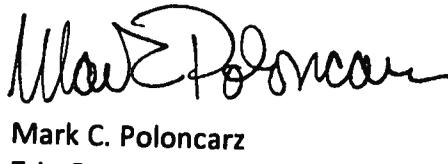
2. Space utilization study for ECC North and perhaps for all campuses. This report should focus on what existing programs will be relocated to the new building, what programs will be relocated to newly freed up space and what buildings, or parts of buildings, will be decommissioned. For all such uses include the square footage that is now used and will be needed in the future and any special considerations that are relevant to the space needs of the campus.
3. Preliminary Estimates about new building including proposed footprint, size (net and gross square feet), proposed location on campus, construction cost including costs per square foot of construction, infrastructure needs such as parking or utility services, construction schedule in weeks or months from the decision to proceed with the project, and other factors related to the construction cost, schedule and building impact.
4. Estimated Operating Expenses contemplated as a result of the new building including staffing needs for both faculty and support services showing both the number of employees that will be required and the expected salary and benefit expenses, and non-personnel operating costs such as utility costs, equipment expenses including but not limited to, lab and other types of teaching equipment, etc. If there will be any offsets from the decommissioning of other buildings show that also.
5. Proposed Method to Manage Construction including plans to select an owners' representative to act on behalf of ECC and the County, plans to engage an architect, and construction manager, the role, if any, of agencies such as the Dormitory Authority of the State of New York and similar issues related to the method that will be used to obtain an on time, on budget high quality building.
6. Proposed Method(s) to Comply with the State Environmental Quality Review Act ("SEQRA") including who will be the lead agency, who will conduct the required analysis and complete the Environmental Impact Statement. Note that state law requires that this process must be completed before the County makes a final commitment to this project. The SEQRA process must include a study of feasible alternatives. I request the alternatives that are studied include the location of the new building at any of ECC's campuses, including a downtown location either adjacent to the current City Campus or located on or near the expanding medical campus. This is particularly relevant if the proposed new building will be dedicated, or largely dedicated, to health sciences as provided in Legislative Resolution Intro 11-2 (2010) as amended.
7. Alternative Use Report that considers and reports upon uses for the new building other than, or in addition to, health sciences. In particular, I request that you consider the feasibility of constructing a building that will support the need for training in advanced manufacturing. There is a clear need for increased capacity to educate and train individuals for careers in advanced manufacturing. While this type of programming already exists at ECC, there is insufficient capacity to fill the current demand.
8. Cost Benefit Analysis should be prepared which analyzes and reports upon issues regarding student retention, both in the County and in school, placement in jobs and the salaries thereof, future growth in enrollment, and future costs.

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In order to properly consider and prepare for a new building all of the above information must be provided in a credible manner that will allow us to be sure that we are making the correct decisions and to gain the support that a project of this type requires. Considering the conversation regarding the proposed new building has been ongoing for years, I would assume that most of the above-described materials are readily at hand and can be provided to the undersigned fairly quickly. If materials are not immediately available, my administration is prepared to work with you to obtain this information as soon as possible. In particular Commissioners Loffredo and Whyte should be consulted to assist in that preparation. I would request that in any event you would keep me and my administration involved in this process.

I look forward to working with you, the Trustees and the Legislature on this important effort.

Sincerely yours,



Mark C. Poloncarz
Erie County Executive

MCP/eb

cc: **Erie County Legislature**
Erie County Fiscal Stability Authority
Richard Tobe, Deputy County Executive
John Loffredo, Commissioner of Public Works
Maria Whyte, Commissioner of Environment and Planning
Robert Keating, Director of Budget and Management