



ERIE COMMUNITY COLLEGE

STATE UNIVERSITY of NEW YORK

STEPHEN BOYD, Esq.
CHAIRMAN OF THE BOARD

June 30, 2014

The Honorable Kevin Hardwick
Chair – Community Enrichment Committee
Erie County Legislator – District 4
92 Franklin Street, 4th Floor
Buffalo, New York 14202

Dear Mr. Hardwick, *Kenn*

I am writing to you today to clarify some issues that have been raised with respect to the ECC Board of Trustees decision to create the new position of Senior Executive Vice President for Operations. I am concerned that some there maybe a false perception in the community over the reasoning for this move. I am writing to set the record straight.

The creation of this position has been in the works for almost 2 years. Each September our Board of Trustees conducts an annual board retreat. At the September 2012 retreat, we discussed the idea of the senior executive to serve in a position that some colleges call "Provost" who would assist President Jack Quinn in utilizing his community relationships to advance ECC's mission. While we believe Jack is a strong administrator, we have directed Mr. Quinn to "think big" when it comes to evolving ECC's role in our community. There are many examples of Mr. Quinn's leadership in areas that fall outside the day-to-day administration of the college. Here are a few:

- As you know, it was through Mr. Quinn's leadership that \$15 million was secured from SUNY to build our new STEM building at the North campus. With the help of your committee we were able to secure \$7.5 million from the county leaving another \$7.5 million to be raised by the college. In addition to his daily role as president Jack and his team have worked tirelessly to raise those additional funds.
- As I write this, ECC personnel are working seven days a week to lead an effort for the New York's 30 community colleges in drafting a TACCT Grant. Less than two months ago, SUNY asked ECC to take the lead on this grant. This grant has the potential to bring millions of dollars to Erie Community College as the Grant leader. Two years ago, Monroe Community College led the SUNY effort on this grant and secured \$27 million for the New York's 30 community colleges. \$14 million of that money stayed at Monroe because it was the lead institution. Through Mr. Quinn's leadership, ECC is now the lead institution and stands to receive \$8 million if this grant is successful. Mr. Quinn and his team have secured cooperation of all 30 community colleges, every congressional delegation across the state, the New York Department of Labor and efforts continue to seek the endorsements of our Senators and the Governor.

- ECC fully intends to be the lead training facility for the new solar technology industry that is on its way to Buffalo's Riverbend area. We are currently finalizing a Memorandum of Understanding with The College of Nanoscale Science and Engineering, in Albany, NY to make that happen. Within the last few weeks, Mr. Quinn drove to Albany to personally meet with Dr. Alain Karoyeros at the Nanoscale facility to secure this partnership.
- Two years ago Jack travelled to the home of an ECC supporter in California who ultimately left a one-million dollar gift to the ECC Foundation in his will. When this gentleman passed, our foundation secured the largest single gift in ECC history.

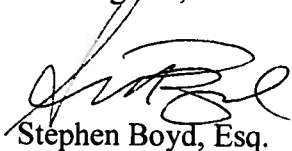
These are just a few examples of how we want our president engaged with the greater community. Mr. Quinn has not had the same level of executive support that other college presidents enjoy. In reviewing Mr. Quinn's strongest leadership qualities, our board decided that we needed a senior executive who could assist him in some of the day-to-day operations of the college. The idea is to give Mr. Quinn the freedom to take on new initiatives, to seek new ways for the college to meet its strategic goals and to lead the way in training a Western New York workforce in an evolving Erie County economy.

In closing I would like you to know that ECC continues to be ranked as the most efficient community college in New York State. ECC has the very lowest cost per FTE spent on General Administration, when ranked with the other 29 Community Colleges.

We understand that the college unions may prefer that we spend our money elsewhere. We fully recognize that enrollment is declining. We also recognize that sitting still with our hands folded will not change that. The cost of a new senior executive position is more than an expenditure of dollars; it is an investment in our future. We intend to report back within a year of Mr. Pietkiewicz's start date to illustrate the many positives we expect to occur as a result of this critical investment.

Mr. Pietkiewicz's 15 years of experience under three UB presidents is outlined in the enclosed news release. The fact that Michael J. Pietkiewicz once worked in Mr. Quinn's congressional office in the 1990's was no factor in this hiring. Each of our Board members had the opportunity to meet with him prior to unanimously approving his hire. We would like you to meet him too. In the coming days, I will be in touch to set up a meeting. We are confident that you will agree that we are making a great investment for our college and for Erie County.

Best regards,



Stephen Boyd, Esq.
Chair-ECC Board of Trustees

Michael J. Pietkiewicz

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Buffalo, NY 14214

Collaborative, focused and loyal Assistant Vice President for Government and Community Relations has 21 years of cumulative work experience and is currently seeking a more challenging role in upper management with a respected and innovative leader in the industry. Trustworthy Professional has the innate ability to adapt quickly to rapidly changing technology and equipment; demonstrates the keen ability to manage concurrent priorities and handle priorities well. Geared with flexibility and a positive attitude, the candidate functions well either as a team leader or a team player. Successful professional work on assignments with concentration and particular attention to detail and manages different client requests with flair. Thoughtful and optimistic candidate displays high professionalism with a candid ability to face challenges head on and resolves concerns with single-minded determination. Good at brainstorming innovations with colleagues, making the candidate easy to work with; manages well with little supervision and excels under pressure.

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| ✦ Government Funding & Policies | ✦ Strategic Planning & Analysis |
| ✦ Higher Education Policies | ✦ Excellent Communication & Writing |
| ✦ Community Relations Expertise | ✦ Demonstrates Critical Judgment |

Professional Experience

University at Buffalo: State University of New York

Various Roles and Responsibilities
Buffalo, NY

Aug 1999 – Present

Assistant Vice President for Government and Community Relations; Office of the President
(Nov 2011 – Present)

- ✦ Oversee the Government and Community Relations Office; manage and direct efforts to acquire funding and policy changes via the state and federal appropriation processes.
- ✦ Manage state, federal and local government lobbying efforts and relationships as well as community and labor relationships.
- ✦ Render advice to the President, Provost, Senior Leadership team, other administrators and faculty on matters concerning government programs and policies and budget issues.
- ✦ Promote positive relationships with state, federal, county and city officials as well as community leaders and other opinion makers.
- ✦ Contribute in the development of university projects and financing strategies that lead to government funding or community projects.
- ✦ Work closely with the Vice President for Administration and Finance to provide strategic advice on labor, workforce and economic development issues.
- ✦ Monitor rapport with various constituencies like Buffalo Niagara Partnership, Amherst Chamber of Commerce and Buffalo Niagara Medical Campus, Inc.
- ✦ Represent the University on various member organizations like the Executive Committee of the Amherst Chamber of Commerce.

Assistant Vice President for Government Relations (Nov 2005 – Sept 2011)

- ✦ Served as a driving force and key strategist behind the UB 2020 plan that culminated in one of the most significant pieces of higher education legislation in NYS.
- ✦ Managed and directed efforts to acquire funding through the state and federal appropriation processes.
- ✦ Coordinated outside lobbying firms and established and maintained positive relationships with state, federal, county and city officials as well as other opinion makers.
- ✦ Assisted in the development of university projects and financing strategies that lead to government funding.
- ✦ Processed requests from elected officials and staff concerning legislative correspondence, campus visits and tours.

- ✦ Spearheaded the fulfillment of State and Federal Lobbying Report requirements and oversaw relationships with various external and internal constituencies.
- ✦ Represented the University at the American Association of Universities, The Science Coalition, Association of American Medical Colleges, and Project Medical Education.
- ✦ Appointed as the Executive Committee member for the Association of Public and Land Grant Universities (APLU).

Director of Federal Affairs (Aug 1999 – Nov 2005)

- ✦ Served as primary advocate of the university interests with the federal government; coordinated daily contact with federal legislators and agencies.
- ✦ Compiled and reported federal lobbying requirements; developed university/business partnerships.
- ✦ Planned and organized university activities on Capitol Hill including advocacy plan for NYS Center of Excellence in Bioinformatics and Life Sciences federal earmark campaign.
- ✦ Achieved a goal of \$25M in federal support over 5 years, resulting in the accumulation of \$27.7M in only 4 years.

Other Work Experience

Congressman Jack Quinn

Senior Legislative Assistant (Jan 1995 – Aug 1999)

Staff Assistant (Feb 1993 – Jan 1995)

Washington, DC and Buffalo, NY

Feb 1993 – Aug 1999

Education & Technical Skills

Stony Brook University, Stony Brook, NY, 2005 – 2006

Master of Arts Degree in Liberal Studies (Some Coursework Completed)

Canisius College, Buffalo, NY, May 1992

Bachelor of Arts Degree in Political Science and History, Concentration in Pre-Law

Microsoft Office Suite

Awards: State University of New York Council on University Advancement (SUNYCUAD) Government Relations Programs, Best of Category, University at Buffalo, UB2020 – The Integrated Advocacy Model, 2010 ✦ State University of New York Council on University Advancement (SUNYCUAD) Government Relations Programs, Best of Category, University at Buffalo, UB Believers Advocacy Campaign, 2008 ✦ Buffalo Business First's 40 Under Forty Honoree, 2008 ✦ State University of New York Council on University Advancement (SUNYCUAD) Government Relations Programs, Best of Category, University at Buffalo, NYS Center of Excellence in Bioinformatics and Life Sciences Advocacy Campaign, 2004 ✦

Professional Memberships and Affiliations: Amherst Chamber of Commerce, Board of Directors, Executive Committee, 2010 – Present ✦ Great Lakes Experience, Board of Directors, 2010 – Present ✦ Upstate New York Transplant Services Advisory Council, 2010 ✦ Buffalo Philharmonic Orchestra, Ad-Hoc Government Advisory Council, 2009 – 2011 ✦ New York State Young Leaders Congress (YLC), Western New York Representative, 2009 – 2011 ✦ Buffalo Business First's 40 Under Forty, Honoree, 2008 ✦ University Heights Collaborative, Member, Feb 2007 – Present ✦ Jog for the Jake, Volunteer, 2007 – 2011 ✦ Planning Committee, Explore Buffalo Niagara, 2007 ✦ Revitalize Buffalo, Board of Directors, 2006 – 2008 ✦ Board of Directors, Atlantic Corridor USA, 2006 – 2008 ✦ Buffalo Ambassador, Buffalo Niagara Convention and Visitors Bureau, 2004 ✦ University Park Block Club, President, 2003 – Present ✦ Dining Out for Life, Co-Host, 2002 – 2006, 2009 – 2012 ✦ Buffalo 2032, Founding Member and Executive Committee Member, 2000 – 2006 ✦ Kids Voting WNY, Volunteer Committee, 1999 – 2002 ✦ Door to Door Coordinator, 1994, 1996, 1998 ✦ Quinn for Congress, 1993 – 1999 ✦ Canisius College Varsity Football, 1988 – 1992

References Gladly Provided Upon Request



JOB DESCRIPTION
SENIOR VICE PRESIDENT FOR OPERATIONS

Union Affiliation	SES
Established Date: 6/2014	

DISTINGUISHING FEATURES OF THE CLASS:

The position provides proactive strategic leadership and support for the President's initiatives, priorities and policy development, working closely with other senior staff, dean(s), faculty, students as well as the Board of Trustees and Foundation Board of Directors. This position serves the Office of the President by overseeing that best practice(s) are executed in all operational activities; that the organization is well positioned in a rapidly evolving and competitive education environment by being an agent for ongoing organizational change; ensures that strategies are clearly understood by all stakeholders and that the organization is achieving its strategic goals at the optimum pace. The position is also responsible for the coordination of communications for the Office of the President. The position reports to the President and serves at the pleasure of the President.

TYPICAL WORK ACTIVITIES:

- Provides leadership and support to the Office of the President to advance the mission and goals of the college as stated in the strategic plan.
- Prepares fact-finding reports to support decisions on collaborative projects; ensuring that policies, protocols and procedures are followed and reports are issued in a timely manner.
- Actively seeks opportunities for potential strategic partnerships.
- Acts as representative to the local community and state to promote positive relationships and strong partnerships for the benefit of the college
- Directs and coordinates special, high-level projects initiated by the President in collaboration with the Senior Leadership team across the college.
- Collaborates with senior staff on institutional initiatives to position the college as responsive partners in the city- county- state- nation.
- Facilitates the development, maintenance and monitoring of organizational plans
- Prepares and contributes to the development and delivery of reports, briefings, speeches and public statements.
- Serves as an additional resource and liaison to the SUNY Central Administration, College-wide constituencies, elected officials and community based organizations as directed by the President.
- Systematically cultivates and maintains long term, collaborative relationship with key stakeholders and with selected organizations to achieve mutual goals
- Assists with the prioritization and execution of capital projects and other initiatives.
- Initiates public outreach activities, on behalf of the President, and promotes awareness of ECC, and its programs.
- Coordinates, plans and manages official campus events and activities in collaboration with the President and appropriate staff members.
- Represents the President, as appropriate, to constituent groups, college committees and external constituencies to enhance public awareness of ECC.
- Represents the President in internal and external meetings and forums
- Works with the Senior Leadership team to create and foster an organizational culture and infrastructure that results in operational excellence, delivers quality customer service and promotes optimal efficiencies..
- Works directly with the President and Senior Leadership to execute critical business events and projects.
- Initiates and coordinates the flow of communications with the Senior Leadership Team.
- Assists the President on special projects and performs other related duties assigned by the President.

- Composes correspondence on a wide variety of matters, including material of a confidential nature.
- Provides accurate and timely information to other College and Campus departments, personnel, students and the public as necessary.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of issues and trends facing higher education, policies and procedures in higher education as well as organizational structure and strategic planning. Comprehensive understanding of the political, social and economic factors shaping the future of public higher education, and the political skill to develop strong partnerships with SUNY, other universities and affiliated entities, and experience dealing with local, state, and federal legislative and regulatory agencies in ways that build trust and promote mutual benefit. He or she will be a confident, high-energy leader, a superb communicator, and an innovative thinker who focuses on both broad possibilities and opportunities as well as tangible results. He or she must possess the ability to function in a complex, high demand environment, managing multiple priorities simultaneously and be accustomed to setting and achieving goals. He or she will possess the ability to work effectively within a wide range of constituencies in a diverse community as well as generate and cultivate relationships both externally to the College and internally among departments and staff. He or she must also possess the ability to get along well with others, sound professional judgment, ability to maintain confidentiality, tact, initiative, and be physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

- Graduation from a regionally accredited, four (4) year college or university with a Bachelor's degree and ten (10) years of experience in higher education in a high level strategic and leadership role; persuasive communication and articulation skills; ability to work collaboratively with College and community constituencies in a diverse and inclusive environment.

NOTE: *Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.*