



## COUNTY OF ERIE

**MARK C. POLONCARZ**

COUNTY EXECUTIVE

February 8, 2016

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

By Electronic and Regular Mail

**Re: Erie Community College**

Dear President Quinn:

Pursuant to our phone conversation of earlier today, in addition to the recent action taken by Erie County Attorney Michael A. Siragusa to revoke the authority of the Executive Vice President of Legal Affairs of Erie Community College ("ECC") to offer legal advice on behalf of the college, I ask for the following information to be provided to the undersigned as soon as possible:

- A list identifying the name, title, start date, job group (if applicable), and 2015 and 2016 fiscal years' annual salaries for all Senior Executive Staff ("SES") and Administrators Association ("AA") personnel. The data should include the 2015 and 2016 salary paid by ECC proper, as well as any additional compensation/benefit each person receives from ECC, the ECC Foundation and/or the Auxiliary Services Corporation, if any. In considering this request please include, without limitation, any additional pay/stipend, cash bonuses, dues for clubs, parking privileges, travel or hospitality allowance, 24-hour or day-time access to an Erie County/ECC-owned vehicle, etc. If the employee also has a second job title or works as an adjunct faculty member at ECC, please provide that information also.
- A copy of all employment contracts for any SES staff (including you) entered into with the college.

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- Any documents ECC may have regarding whether any SES or AA employees have any financial interests in, or relationships with contractors (such as spouses, sons or daughters, partners, etc.).

As we additionally discussed, I request all future ECC annual budget submissions sent for my office's review and the Erie County Legislature's approval include a line-by-line identification of all positions, salaries and additional compensation for SES and AA personnel by job title and job group (if applicable), not a lump sum amount per administrative area (as is the case presently). Transparency is key in government, and considering ECC is a publicly run and supported institution for higher education, I believe it is essential that all future budgets identify the salaries and any additional compensation for every employee of ECC.

Furthermore, and as we discussed, I request ECC submit to my office with the tentative annual ECC budget for our review and the Legislature's eventual approval a four-year financial plan similar to the one Erie County is required to submit to the Erie County Fiscal Stability Authority (upcoming budget year and following three (3) years). Preparation of a four-year financial plan has helped the County to identify and address financial risks years before they have an actual negative impact on the County, and I am sure ECC will benefit from preparing a similar four-year analysis. This analysis will also assist the County in evaluating current and future financial needs for ECC.

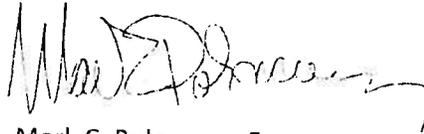
Finally, as we also discussed, I propose the creation of ten (10) member "Operations and Strategic Planning Committee" to assist ECC and the County to better address the needs of the college and the greater community. This committee would be equally staffed by County and ECC designees (five (5) members each) and would jointly examine issues related to the current operating and future direction of the college, especially as it pertains to long-term campus infrastructure needs, as well as examining operational issues detrimental to the county, such as community college chargebacks, location of classes to better address student needs, transportation, etc.

A similar type working group was assembled by the County and ECC to determine the need for and eventual construction of the STEM Building on the north campus. As you know, that working group worked well together and should set the standard for future college and County cooperation. I believe the creation of an on-going "Operations and Strategic Planning Committee" comprised of key County and ECC personnel will ensure the needs of the college are met, while providing County stakeholders the information we need as we prepare future operating and capital budgets.

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Thank you for your kind consideration of these requests. Working together I know we can create a stronger, more vibrant college to serve the needs of the people of our great community.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Mark C. Poloncarz". The signature is fluid and cursive, with a long horizontal stroke at the end.

Mark C. Poloncarz, Esq.  
Erie County Executive

MCP/mt

cc: Steven Boyd, Chairman, ECC Board of Trustees  
Michael A. Siragusa, Esq., Erie County Attorney  
Robert Keating, Director, Erie County Division of Budget and Management  
John Loffredo, Commissioner, Erie County Department of Public Works