



Board of Trustees Meeting Minutes

Regular Monthly Meeting

November 19, 2025 | 5:00 pm | 2403 W. 8th Street, Erie West, Founder’s Rm 307A

Zoom Meeting ID: 864 7949 2792

Zoom Passcode: 113651

1. Call to Order-Time: 5:00

2. Roll Call

Trustee	Roll Call
Secretary Ejay Fyke	Not Present
Geoffrey Groce	Y
Kurt Hersch	Y
Robert Merrill	Y
Msg. David Rubino	Y
Vice Chairperson Cheryl Rush Dix	Y
Christina Vogel	Y
Chairperson Dr. Michael Victor	Y

With a quorum confirmed, the Trustees proceeded with the agenda.

College Employees/Other Attendees (8)

Founding President Chris Gray Ph.D.; Executive Assistant Renée Triana; CFO Frank Moore via Zoom; Assistant Vice President of Student Affairs Dr. Keri Bowman; Executive Director of External Relations & Strategy Shawn Waskiewicz; Solicitor Tim Wachter; and Betsy Krisher & Sara Reed of MaherDuessel via Zoom.

3. Approval of September 24, 2025, Regular and Annual Meeting Minutes (pg. 98-108)

Motion 1	Resolution to Approve the September 24, 2025, Regular and Annual Meeting Minutes
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There was no discussion.

Trustee	Motion 1	Vote
Secretary Ejay Fyke		Not Present
Geoffrey Groce		Y
Kurt Hersch		Y
Robert Merrill	1	Y
Msg. David Rubino	2	Y
Vice Chairperson Cheryl Rush Dix		Y

Christina Vogel		Y
Chairperson Dr. Michael Victor		Y

Resolution to approve the September 24, 2025 regular and annual meeting minutes was approved unanimously via voice vote.

4. Public Participation-None

5. Reports

A. President’s Report

Chris Gray, Ph.D.

Dr. Gray reported that our students are transferring their credits to schools even outside our region and the impact student stories have on him. He also provided an update to the College’s Federal Financial Aid Application. The College is still hoping for a spring approval but is working on a backup plan in case that doesn’t happen.

B. Ad Hoc Committees and Advisory Groups

1. Foundation-President’s Advisory Group

Trustee Ejay Fyke, Board Representative

- a. Report-Trustee Fyke was not present, so Shawn Waskiewicz reviewed the division report and noted that year to date the foundation has raised \$164,000.

C. Chairperson of the Board

Chairperson Michael Victor, J.D., LL.D.

Chairperson Dr. Victor reported that the trustees would be going into executive session at tonight’s meeting and there would be a brief construction tour following the meeting. He also noted that the board would ratify the construction change order that was approved by him and the president for the Allied Health Care project.

D. Other-None

6. Presentation of MaherDuessel Audit Report

Betsy Krisher & Sara Reed of MaherDuessel reviewed the audit report with the Trustees and noted that it was discussed in detail with the finance committee. They noted that the books and records were in accordance with generally accepted accounting principles and that the financial statements were unmodified with a clean opinion. Dr. Gray thanked CFO, Frank Moore and his team for consistently clean audits.

7. Standing Committee Reports and New Business

A. Academic Committee

Vice Chairperson Cheryl Rush Dix

- 1. Report-**Trustee Groce reported that the committee met on November 5th and discussed the recommendation of the financial aid management consultant and the purchase of the IMM equipment, software and training curricula. He noted approval for technology subscriptions for the Allied Health Care project may come forward in the future for approval.

2. New Business

Motion 2	Resolution to Purchase Equipment, Software, and Training Curricula from Amatrol in the Amount of \$24,197.76 for the IMM Program [Board Report #25-47] (pg. 5)
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There was no discussion.

Trustee	Motion 2	Vote
Secretary Ejay Fyke		Not Present
Geoffrey Groce	2	Y
Kurt Hersch		Y
Robert Merrill		Y
Msg. David Rubino	1	Y
Vice Chairperson Cheryl Rush Dix		Y
Christina Vogel		Y
Chairperson Dr. Michael Victor		Y

Resolution to purchase equipment, software, and training curricula from Amatrol in the amount of \$24,197.76 for the IMM program was approved unanimously via voice vote.

Motion 3	Resolution to Approve the Contract with Portico/Campus Ivy for Financial Aid Management Consultant in the Amount of \$335,689.00 to Oversee and Manage the Financial Aid Process [Board Report #25-48] (pg. 6)
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There was no discussion.

Trustee	Motion 3	Vote
Secretary Ejay Fyke		Not Present
Geoffrey Groce		Y
Kurt Hersch	1	Y
Robert Merrill	2	Y
Msg. David Rubino		Y
Vice Chairperson Cheryl Rush Dix		Y
Christina Vogel		Y
Chairperson Dr. Michael Victor		Y

Resolution to approve the contract with Portico/Campus Ivy for financial aid management consultant in the amount of \$335,689.00 to oversee and manage the financial aid process was approved unanimously via voice vote.

***Continued**

B. Personnel Committee

Trustee Robert Merrill

- 1. **Report**-Trustee Merrill reported that there was no personnel committee meeting this month and that they will resume in January.
- 2. **New Business**-No Action Items

C. Finance Committee Report

Trustee Kurt Hersch

- 1. **Report**-Chair Hersch reported that the committee met on November 10th. He noted variances in the budget report due to the state budget not being passed. He thanked the county for expediting the College’s quarterly payment to cover the variance. He noted a slowdown in marketing and consulting/contracting expenses. He also reported that neither the bridge loan nor the line of credit needed to be tapped into during the budget impasse.

- a. October YTD Budget Summary 2025-2026 (pg. 7)
- b. October 2025 Bank Reconciliation (pg. 8)
- c. Project Funding Update (pg. 9)

2. New Business

Motion 4	Resolution to Approve the 2025 MaherDuessel Audit as Presented [Board Report #25-49] (pg. 10-60)
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There was no discussion outside of the presentation.

Trustee	Motion 4	Vote
Secretary Ejay Fyke		Not Present
Geoffrey Groce		Y
Kurt Hersch	1	Y
Robert Merrill		Y
Msg. David Rubino		Y
Vice Chairperson Cheryl Rush Dix	2	Y
Christina Vogel		Y
Chairperson Dr. Michael Victor		Y

Resolution to approve the 2025 MaherDuessel Audit as presented was approved unanimously via voice vote.

Motion 5	Resolution to Purchase Up to \$128,659.09 for Millwork from Millington Lockwood [Board Report #25-50] (pg. 61)
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Motion 5 6	Resolution to Purchase Up to \$79,713.55 of Furniture from Millington Lockwood [Board Report #25-51] (pg. 62)
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***Continued**

Motion 5 & 8	Resolution to Approve Construction Change Order in the Amount of \$134,077.10 to Replace EC3 West's Roof and Run HVAC Ducting [Board Report #25-53] (pg. 64)
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Motion 5 was amended to add motion 6 and 8. There was no other discussion.

Trustee	Motion 5	Vote
Secretary Ejay Fyke		Not Present
Geoffrey Groce		Y
Kurt Hersch	1	Y
Robert Merrill		Y
Msg. David Rubino	2	Y
Vice Chairperson Cheryl Rush Dix		Y
Christina Vogel		Y
Chairperson Dr. Michael Victor		Y

Resolution to purchase Up to \$128,659.09 for millwork from Millington Lockwood; to purchase up to \$79,713.55 of furniture from Millington Lockwood; and to approve construction change order in the amount of \$134,077.10 to replace EC3 West's roof and run HVAC ducting was approved unanimously via voice vote.

Motion 7	Resolution to Direct Administration to Negotiate a Lease Between EC3 and Corry Higher Educational Council from January 1, 2026-June 30, 2026, for Up to \$15,000 [Board Report #25-52] (pg. 63)
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This motion was tabled and called to vote after executive session. The resolution was amended from the agenda as stated above.

Trustee	Motion 7	Vote
Secretary Ejay Fyke		Not Present
Geoffrey Groce		Y
Kurt Hersch	1	Y
Robert Merrill		Y
Msg. David Rubino		Y
Vice Chairperson Cheryl Rush Dix	2	Y
Christina Vogel		Y
Chairperson Dr. Michael Victor		Y

Resolution to direct administration to negotiate a lease between EC3 and Corry Higher Educational Council from January 1, 2026-June 30, 2026, for up to \$15,000 was approved unanimously via voice vote.

1. New Business

Motion 9	Resolution to Adopt Board of Trustee Regular, Annual, and Standing Committee Meeting Dates and Times for 2026 as Presented [Board Report #25-54] (pg. 65-67)
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The format follows the same rotation as the year previous.

Trustee	Motion 9	Vote
Secretary Ejay Fyke		Not Present
Geoffrey Groce		Y
Kurt Hersch	2	Y
Robert Merrill		Y
Msg. David Rubino		Y
Vice Chairperson Cheryl Rush Dix	1	Y
Christina Vogel		Y
Chairperson Dr. Michael Victor		Y

Resolution to adopt Board of Trustee regular, annual, and standing committee meeting dates and times for 2026 as presented was approved unanimously via voice vote.

Motion 10	Resolution to Ratify the President’s Approval of Construction Change Orders with Consult and Board Chairperson Approval in the Amount of \$120,773.11 on October 15, 2025 per Board Policy VI.A.4: Purchases Requiring Board Authorization [Board Report #25-55] (pg. 68-97)
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There was no discussion.

Trustee	Motion 10	Vote
Secretary Ejay Fyke		Not Present
Geoffrey Groce	2	Y
Kurt Hersch		Y
Robert Merrill	1	Y
Msg. David Rubino		Y
Vice Chairperson Cheryl Rush Dix		Y
Christina Vogel		Y
Chairperson Dr. Michael Victor		Y

Resolution to ratify the President’s approval of construction change orders with consult and Board Chairperson approval in the amount of \$120,773.11 on October 15, 2025 per Board Policy VI.A.4: Purchases Requiring Board Authorization via voice vote.

***Continued**

8. Executive Session

- a. To discuss matters involving campus safety and security procedures, pursuant to Section 708(a)(5) of the Pennsylvania Sunshine Act.
- b. For the Purposes of Real Estate

Trustee	Motion 11	Vote
Secretary Ejay Fyke		Not Present
Geoffrey Groce		Y
Kurt Hersch		Y
Robert Merrill		Y
Msg. David Rubino	2	Y
Vice Chairperson Cheryl Rush Dix	1	Y
Christina Vogel		Y
Chairperson Dr. Michael Victor		Y

Motion to move into executive session at 5:36pm was approved unanimously via voice vote. The trustees returned from executive session at 6:31pm and voted on motion 7.

9. Motion to Adjourn-6:32pm

Trustee	Motion 12	Vote
Secretary Ejay Fyke		Not Present
Geoffrey Groce		Y
Kurt Hersch	1	Y
Robert Merrill		Y
Msg. David Rubino		Y
Vice Chairperson Cheryl Rush Dix		Y
Christina Vogel	2	Y
Chairperson Dr. Michael Victor		Y

Motion to adjourn the meeting at 6:32pm was approved unanimously via voice vote.

Next Regular Meeting (Pending Board Approval) is January 28, 2026 at 5:00PM



COMMUNITY
COLLEGE

Board of Trustees

Regular Meeting Book

November 19, 2025

EC3 Erie West

2403 West 8th Street

Founders' Room 307A

Erie, Pennsylvania 16505

Meeting ID: 864 7949 2792 | Passcode: 113651



Board of Trustees Meeting Agenda

Regular Monthly Meeting

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2. Roll Call
3. Approval of September 24, 2025, Regular and Annual Meeting Minutes (pg. 98-108)

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4. Public Participation
5. Reports
 - A. **President’s Report**
Chris Gray, Ph.D.
 - B. **Ad Hoc Committees and Advisory Groups**
 1. Foundation-President’s Advisory Group
Trustee Ejay Fyke, Board Representative
 - a. Report
 - C. **Chairperson of the Board**
Chairperson Michael Victor, J.D., LL.D.
 - D. **Other**
6. Presentation of MaherDuessel Audit Report
7. Standing Committee Reports and New Business
 - A. **Academic Committee**
Vice Chairperson Cheryl Rush Dix
 1. Report
 2. New Business

Motion 2	Resolution to Purchase Equipment, Software, and Training Curricula from Amatrol in the Amount of \$24,197.76 for the IMM Program [Board Report #25-47] (pg. 5)
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Motion 3	Resolution to Approve the Contract with Portico/Campus Ivy for Financial Aid Management Consultant in the Amount of \$335,689.00 to Oversee and Manage the Financial Aid Process [Board Report #25-48] (pg. 6)
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***Continued**

B. Personnel Committee

Trustee Robert Merrill

1. Report
2. New Business-No Action Items

C. Finance Committee Report

Trustee Kurt Hersch

1. Report
 - a. October YTD Budget Summary 2025-2026 (pg. 7)
 - b. October 2025 Bank Reconciliation (pg. 8)
 - c. Project Funding Update (pg. 9)
2. New Business

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Motion 8	Resolution to Approve Construction Change Order in the Amount of \$134,077.10 to Replace EC3 West's Roof and Run HVAC Ducting [Board Report #25-53] (pg. 64)
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D. Other

1. New Business

Motion 9	Resolution to Adopt Board of Trustee Regular, Annual, and Standing Committee Meeting Dates and Times for 2026 as Presented [Board Report #25-54] (pg. 65-67)
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***Continued**

8. Executive Session

- a. To discuss matters involving campus safety and security procedures, pursuant to Section 708(a)(5) of the Pennsylvania Sunshine Act.
- b. For the Purposes of Real Estate

9. Motion to Adjourn

Division and Department Information (pg. i1-i15)

- A. Academic Affairs (pg. i1-i3)
- B. Student Affairs (pg. i4-i5)
- C. Enrollment (pg. i6-i8)
- D. Finance and Operations (pg. i9-i10)
- E. Human Resources (pg. i11)
- F. Marketing (pg. i12-i13)
- G. EC3 Foundation (pg. i14-i15)

Next Regular Meeting (Pending Board Approval) is January 28, 2026 at 5:00PM



Resolution to Purchase Equipment, Software, and Training Curricula
from Amatrol in the Amount of \$24,197.76 for the IMM Program

Information

The Academic Committee is seeking Board approval for the purchase of equipment, software, and training curricula from Amatrol, part of the COSTARS cooperative purchasing program, in the amount of \$24,197.76 for the IMM Program.

The laser shaft alignment training system assists students in learning mechanical alignment techniques that are preferred among maintenance and plant engineering personnel for its superior efficiency and accuracy.

The predictive maintenance vibration analysis training system teaches students how to use vibration analysis to determine when to perform power transmission component maintenance and replacement prior to an actual system failure.

Recommendation

The Academic Committee recommends that the Board of Trustees moves to approve the purchase of equipment, software, and training curricula from Amatrol in the amount of \$24,197.76 for the Industrial Maintenance and Mechatronics Program.



Resolution to Approve the Contract with Portico/Campus Ivy for Financial Aid Management in the Amount of \$335,689.00 to Oversee and Manage the Financial Aid Process

Information

The College publicly requested electronic proposals for a qualified and experienced Financial Aid Management Consultant for the outsourcing of the Financial Aid process.

The proposals were received until October 31, 2025. Staff reviewed each proposal for completeness and ability to meet the identified goals of the financial aid office. In addition to the goals of the office, additional factors are being considered. These include:

- EC3 currently does not utilize the Workday financial aid system. Implementing the Workday module or selecting and integrating a compatible system would represent an additional cost. This expense should be factored into the evaluation of any vendor that requires the college to present an internal financial aid platform.
- If EC3 receives approval from the Department of Education to administer Title IV student aid during the spring term, the time for implementation of the full administration process becomes important. The College would need to have the process in place by the end of May to award and disburse funds for spring 2026.

Vendor	Location	Years of FA Experience	Identified work with CCs	Can the vendor provide full FA administration services?	# of dedicated staff	Offer software to administer FA?	Year 1 Costs	Year 2 Costs	Year 3 Costs	Timeline for Implementation
Attain Partners	McLean, VA	Not Listed	Yes	Yes	5	No	\$502,200	\$502,200	\$502,200	4-6 weeks
Best Practice Solutions	Chicago, IL	Over 20	No	Yes	Not Listed	No	\$1,300,000	\$1,300,000	\$1,300,000	12-18 months
Financial Aid Services	Atlanta, GA	Over 34	Yes	Yes	2 and processing staff	No	\$540,000	\$540,000	\$540,000	8-12 weeks
Higher Education Assistance Group	Wellesley, MA	Over 35	Yes	Yes	3 to 5	No	\$734,750	\$535,680	\$535,680	8 weeks
Portico/Campus Ivy	Ft. Lauderdale, FL	Over 20	Yes	Yes	3	Yes	\$111,303*	\$111,183*	\$113,203*	12 weeks

* Estimated based on enrollment and FA participant projections

Recommendation

The Academic Committee recommends that the Board of Trustees moves to approve the contract with Portico/Campus Ivy in the amount of \$335,689.00 to fully administer the financial aid process on behalf of Erie County Community College.

Erie County Community College
YEAR-TO-DATE OPERATING & CAPITAL CASH BASIS BUDGET REPORT
Fiscal Year 2025-26 as of October 31, 2025

	YTD Actual	YTD Budget	Actual vs. Budget	% Variance	Anticipated	Comments
OPERATING & CAPITAL REVENUES						
Student Tuition & Fees	\$ 147,637	\$ 174,490	\$ (26,853)	-15.4%		
Tuition from Noncredit Programs	17,950	19,500	(1,550)	-7.9%		
County of Erie - Operating	2,236,268	1,490,845	745,423	50.0%		
County of Erie - Recurring Capital	526,461	350,974	175,487	50.0%		
County of Erie - One-Time Capital	237,272	158,181	79,091	50.0%		
Commonwealth of PA - Operating	-	833,248	(833,248)	-100.0%		
Commonwealth of PA - Recurring Capital	-	256,724	(256,724)	-100.0%		
Commonwealth of PA - One-Time Capital	-	-	-	0.0%		
Commonwealth of PA - SS Reimbursement	-	70,000	(70,000)	-100.0%		
Grants	8,603	61,154	(52,551)	-85.9%		
Investment Income	75,141	60,000	15,141	25.2%		
Donation Passthrough	90,250	51,000	39,250	77.0%		
Miscellaneous Income	324	800	(476)	-59.5%		
Total Operating & Capital Revenues	\$ 3,339,905	\$ 3,526,916	\$ (187,011)	-5.3%		
APPLICATION OF FUNDS						
Salaries	\$ 1,272,387	\$ 1,343,768	\$ 71,381	5.3%		
Staff Benefits	303,162	342,021	38,859	11.4%		
Other Expenses	206,067	221,222	15,155	6.9%		
Contracted	39,916	87,567	47,651	54.4%		
Insurance	43,846	43,840	(6)	0.0%		
Travel	11,895	22,188	10,293	46.4%		
Maintenance & Repairs	32,775	36,864	4,088	11.1%		
Marketing	157,345	201,483	44,138	21.9%		
Contingency	-	16,667	16,667	100.0%		
Non-Lease Equipment & Non-Leased Softw	118,572	130,794	12,222	9.3%		
Facility Operations	60,699	70,364	9,664	13.7%		
Leased Facilities, Equipment, & Software	321,287	331,683	10,396	3.1%		
Capital Equipment Additions	976,414	691,999	(284,415)	-41.1%		
TOTAL EXPENSES	\$ 3,544,365	\$ 3,540,458	\$ (3,907)	-0.1%		
Surplus/(Deficit)	\$ (204,460)	\$ (13,542)	\$ (190,918)			

Erie County Community College
Confirmation of Bank Statement Reconciliations

**Community College
of Erie County**

Currency

USD

All EC3 Statements - Beginning Date

10/1/2025

All EC3 Statement - End Date

10/31/2025

Bank Statements Status - Reviewed & Reconciled

Reconciled

Operating Account Balances

FNB

**October 2025
Current Balances**

Operating

\$ 116,159.54

Investment Account

\$ 729,691.03

Total Operating Account Balances

\$ 845,850.57

Designated Purpose Account Balances

FNB

Designated Purpose Account

\$ 4,011,381.61

- Transformational Philanthropy Fund

\$ 1,590,000.11

- Interest Earned - Transformational Philanthropy Fund

\$ 4,552.60

- Window Replacement Fund

\$ 410,000.00

- Interest Earned - Window Replacement Fund

\$ 1,138.15

- Allied Health Fund

\$ 2,000,000.00

- Interest Earned - Allied Health Fund

\$ 5,690.75

Advancement Fund Account

\$ 192,841.69

Board Designated Reserves

\$ 750,000.00

Board Designated Reserves Acct. #2670

\$ 501,437.47

Total Designated Account Balances

\$ 5,455,660.77

Total Operating and Designated Account Balances

\$ 6,301,511.34

Other Designated Purpose Account Balances

Foundation Agency Fund

\$ 1,908,886.70

(not included in College account balances)

Receivable - Funds State and County

Erie County - Quarterly Funding

\$ -

State PDE - Operating & Capital

\$ 1,160,489.91

\$ 1,160,489.91

Plan submitted to BoT January 2025

Window and Door Replacement Project				Status of sources/Contingency if applicable	
Uses	Sources				
Window and Door Replacement	\$820,000	PDE Annual Capital Request Match (FY 25)	\$410,000	Funds are in EC3 designated bank account	Board Consideration January 25 Regular Meeting
		Current Budget	\$410,000		
		Phase Subtotal	\$820,000		
Allied Health Labs Project					
Uses	Source				
Estimated Remediation of Hazardous	\$60,000	RACP Match Credit*	\$30,000	Reimbursed by RACP as prjoect progresses**	Board Consideration March 2025 Special Meeting
		Current Budget	\$30,000		
		Phase Source Subtotal	\$60,000		
Roof Replacement Cafeteria	\$300,000	PDE Annual Capital Request Match (FY 26)	\$150,000	If approved, PDE distribution in Fall 2025. If not approved, start-up capital will be used	Board Consideration March 2025 Special Meeting
		Future Budget (FY 26)	\$150,000		
		Phase Source Subtotal	\$300,000		
Project Manager	\$200,000	RACP Match Credit	\$100,000	Reimbursed by RACP as prjoect progresses**	Board Consideration May 2025 Regular Meeting
		Current Budget	\$100,000		
		Phase Source Subtotal	\$200,000		
General Contractor	\$5,200,000	RACP Match	\$2,600,000	Reimbursed by RACP as prjoect progresses** Funds are in EC3 designated bank account	Board Consideration May 2025 Regular Meeting
		County Contribution	\$2,000,000		
		Future Budget (FY 26)	\$400,000		
		Current Budget (FY 25)	\$200,000		
		Phase Source Subtotal	\$5,200,000		
PROJECT TOTAL COSTS	\$5,760,000	PROJECT TOTAL SOURCES	\$5,760,000		
<small>* RACP Match Credit accounts for EC3 contributions that count towards EC3's half but are not directly reimbursable by RACP such as legal, permits, property value, etc ** RACP matches come from the state as reimbursements of 1/2 of completed projects. Our reserve/foundation funds may be needed to temporarily offset cash flow until payment is received</small>					

Window and Door Replacement Project				Status of sources/Contingency if applicable	
Uses	Sources				
Window and Door Replacement	\$820,000	PDE Annual Capital Request Match (FY 25)	\$410,000	Funds are in EC3 designated bank account	Board Consideration January 25 Regular Meeting
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		Phase Subtotal	\$820,000		
Allied Health Labs Project					
Uses	Source				
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Completed

On Track

Completed

On Track

\$5.2M Estimate
 \$3.1M Phase 1 (BoT approval May, 2025)
 \$328K Change Orders (to date)



Resolution to Approve the 2025 MaherDuessel Audit as Presented

Information

Presentation of audit.

Recommendation

The Finance Committee recommends that the Board of Trustees moves to accept the 2025 audit report as presented.

MaherDuessel

Pursuing the profession while promoting the public good®

www.md-cpas.com

Report to the EC3 Governing Board

BETSY KRISHER AND SARA REED

Reports Issued

- Communication to Those Charged with Governance
- Financial Statement Report
- Management Letter

Documents to be Discussed Today

- Communication to Those Charged with Governance
- Financial Statement Report

Communication to Those Charged With Governance

- ❑ Our Responsibilities under Auditing Standards Generally Accepted in the United State of America, Government Auditing Standards, Uniform Guidance
- ❑ Significant Accounting Policies
- ❑ Accounting Estimates
- ❑ Disclosures
- ❑ Difficulties Encountered in Performing the Audit
- ❑ Corrected and Uncorrected Misstatements

Communication to Those Charged With Governance (cont.)

- Disagreements with Management
- Management Representations
- Management Consultations with Other Independent Accountants
- Items Discussed Prior to Retention of Independent Auditors
- Other Matters

Summary of Financial Statements

- Independent Auditor's Report
 - Unmodified Opinion

- Financial Statement Highlights
 - Right of use asset – lease; Lease liability
 - Unearned revenues
 - Compensated absences
 - Student tuition and fees
 - State/local appropriations, state appropriations and grants – capital
 - Total Net Position – \$5.8 million of which \$1.8 is Net investment in capital assets, \$412,083 expendable, and \$3.6 Unrestricted

Summary of Footnotes

- ❑ Capital Assets activity (FN 4)
- ❑ Lease activity (FN 6)
- ❑ Risk Management and Contingencies (FN 9)
- ❑ Subsequent Events (FN 11)

Contact Information

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Erie County Community College of Pennsylvania
(A Component Unit of Erie County)

Financial Statements and
Required Supplementary Information

Year Ended June 30, 2025
with Independent Auditor's Reports

ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA

YEAR ENDED JUNE 30, 2025

Board Report #25-49
November 19, 2025

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Independent Auditor's Report

**Board of Trustees
Erie County Community College of Pennsylvania**

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of the business-type activities of Erie County Community College of Pennsylvania (EC3), a component unit of Erie County, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise EC3's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities of EC3, as of June 30, 2025, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of EC3 and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about EC3's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of EC3's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about EC3's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the required supplementary information listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate

operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Prior Year Comparative Information

We have previously audited EC3's fiscal year-end 2024 financial statements, and we expressed an unmodified opinion on those financial statements in our report dated November 19, 2024. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2024 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated MONTH XX, 202X on our consideration of EC3's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of EC3's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering EC3's internal control over financial reporting and compliance.

Pittsburgh, Pennsylvania
MONTH XX, 202X

MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2025

The following presents management's discussion and analysis of Erie County Community College of Pennsylvania's (EC3) financial and operational activity during the fiscal year ended June 30, 2025. We intend for this management's discussion and analysis to provide the reader with information that will assist in understanding our Financial Statements, the changes in key items in those Financial Statements from year to year, and the primary factors that accounted for those changes, as well as how certain accounting principles affect our Financial Statements. This analysis reflects on current activities, resulting changes, and currently known facts, and should be read in conjunction with EC3's Financial Statements, including the notes accompanying these Financial Statements. Responsibility for the completeness and fairness of this information rests with EC3 management.

On July 8, 2020, the Pennsylvania State Board of Education approved the County of Erie's (EC3) Community College Plan to establish EC3. Since receiving approval, the County prioritized taking the necessary steps to open the new community college for the inaugural 2021-2022 school year. Fiscal year 2024-2025 represents the results from the fourth year of operations for EC3.

Using This Annual Report

The financial statement format focuses on the College as a whole. The Financial Statements are designed to emulate business presentation models, whereby all EC3 activities are consolidated. The Statement of Revenues, Expenses, and Changes in Net Position focuses on both the gross costs and the net costs of EC3 activities that are supported mainly by State Appropriations, Local Sponsor Appropriations, and Tuition and Fees. This approach is intended to summarize and simplify the user's analysis of both the revenues and the costs of various EC3 services to students and the public. The Statement of Net Position is prepared on the accrual basis and presents all assets, deferred outflows of resources, deferred inflows of resources, and liabilities of EC3, both financial and capital, and classified between short- and long-term.

Financial Highlights

As of June 30, 2025, the College's Net Position increased to \$5.8 million from \$5.6 million at June 30, 2024. As EC3 grew, there were increases throughout the various categories of Revenues and Expenses. Overall, the total revenues of the College were greater than the total expenses. Total Revenues for the 2024-2025 fiscal year were \$9.2 million, and total expenses were \$8.9 million. This contributed to a \$0.3 million increase in the Net Position, which included operating and nonoperating activities. Primary revenue sources for EC3 for the year ended June 30, 2025, were County and State appropriations, totaling \$8.4 million. In addition, student tuition and fees revenue totaled \$0.2 million.

MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2025

Net Position
As of June 30

	2025	2024	Increase (Decrease)
Current Assets	\$ 8,078,653	\$ 6,192,287	\$ 1,886,366
Non-Current Assets	8,642,819	7,370,256	1,272,563
Total Assets	\$ 16,721,472	\$ 13,562,543	\$ 3,158,929
Current Liabilities	\$ 4,955,405	\$ 3,368,915	\$ 1,586,490
Non-Current Liabilities	5,933,832	4,631,036	1,302,796
Total Liabilities	\$ 10,889,237	\$ 7,999,951	\$ 2,889,286
Net Position:			
Investment in Capital Assets	\$ 1,781,646	\$ 1,618,943	\$ 162,703
Restricted - Expendable	412,083	15,000	397,083
Unrestricted	3,638,506	3,928,649	(290,143)
Total Net Position	\$ 5,832,235	\$ 5,562,592	\$ 269,643

Fiscal year 2025 versus 2024

Current assets of EC3 include cash and cash equivalents, student accounts receivable, grants receivable, security deposit, and prepaid expenses. The excess of current assets over current liabilities of approximately \$3.1 million reflects the ability of EC3 to meet its short-term obligations. Total current assets increased approximately \$1.9 million from fiscal year 2024, primarily due to increases in cash. Noncurrent assets of EC3 include right-of-use asset – lease and capital assets, net of depreciation. Noncurrent assets related to right-of-use asset - leases increased by approximately \$1.3 million, primarily due to additional lease recorded associated with the Government Accounting Standards Board (GASB) Statement No. 87 on Leases. Capital assets, net of depreciation for fiscal year 2025 remained consisted to fiscal year 2024.

Current liabilities of EC3 include accounts payable, payroll liabilities, unearned revenue, and the current portion of lease liabilities. Total current liabilities increased by \$1.6 million from fiscal year 2024. This increase primarily relates to a \$1.8 million increase in unearned revenue for grants that were received but not fully spent as of year-end, and a \$.1 million increase in compensated absences associated with Government Accounting Standards Board (GASB) Statement No. 101.

MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2025

Noncurrent liabilities increased by \$1.3 million from fiscal year 2024. Noncurrent portion of lease liabilities associated with GASB No. 87 increased by \$1.3 million and noncurrent portion of subscription liabilities associated with GASB No. 96 decreased by \$0.6 million. Additionally, noncurrent liabilities related to compensated absences increased \$.03 million associated with Government Accounting Standards Board (GASB) Statement No. 101.

EC3's total Net Position increased by \$0.2 million in fiscal year 2025 to approximately \$5.8 million. Approximately \$0.2 million is due to the increase in the Net Investment in Capital Assets. The unrestricted net position decreased by \$0.3 million. \$.4 million is restricted – expendable is related to EC3's Youth Leadership Institute lease security deposit and funds for the window replacement project at EC3's West Campus.

	Net Position		
	As of June 30		
	2024	2023	Increase (Decrease)
Current Assets	\$ 6,192,287	\$ 5,704,739	\$ 487,548
Non-Current Assets	7,370,256	7,597,259	(227,003)
Total Assets	<u>\$ 13,562,543</u>	<u>\$ 13,301,998</u>	<u>\$ 260,545</u>
Current Liabilities	\$ 3,368,915	\$ 2,793,559	\$ 575,356
Non-Current Liabilities	4,631,036	5,661,410	(1,030,374)
Total Liabilities	<u>\$ 7,999,951</u>	<u>\$ 8,454,969</u>	<u>\$ (455,018)</u>
Net Position:			
Investment in Capital Assets	\$ 1,618,943	\$ 980,959	\$ 637,984
Restricted - Expendable	15,000	15,000	-
Unrestricted	3,928,649	3,851,070	77,579
Total Net Position	<u>\$ 5,562,592</u>	<u>\$ 4,847,029</u>	<u>\$ 715,563</u>

Fiscal year 2024 versus 2023

Current assets of EC3 include cash and cash equivalents, student accounts receivable, grants receivable, security deposit, and prepaid expenses. The excess of current assets over current liabilities of approximately \$3.0 million reflects the ability of EC3 to meet its short-term obligations. Total current assets increased approximately \$0.5 million from fiscal year 2023, primarily due to increases in cash. Noncurrent assets of EC3 include right-of-use asset – lease and capital assets, net of depreciation. Noncurrent assets related to right-of-use asset - leases decreased by approximately \$0.2 million, primarily due to amortization expense associated with the Government Accounting Standards Board (GASB) Statement No. 87 on Leases. Capital assets, net of depreciation for fiscal year 2024 decreased by \$0.04 million.

MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2025

Current liabilities of EC3 include accounts payable, payroll liabilities, unearned revenue, and the current portion of lease liabilities. Total current liabilities increased by \$0.5 million from fiscal year 2023. This increase primarily relates to a \$0.2 million increase in unearned revenue for grants that were received but not fully spent as of year-end, and a \$0.3 million increase in accounts payable due to overpayments of capital expenses owed to the Commonwealth of Pennsylvania.

Noncurrent liabilities decreased by \$1 million from fiscal year 2023. Noncurrent portion of lease liabilities associated with GASB No. 87 decreased by \$0.3 million and noncurrent portion of subscription liabilities associated with GASB No. 96 decreased by \$0.6 million.

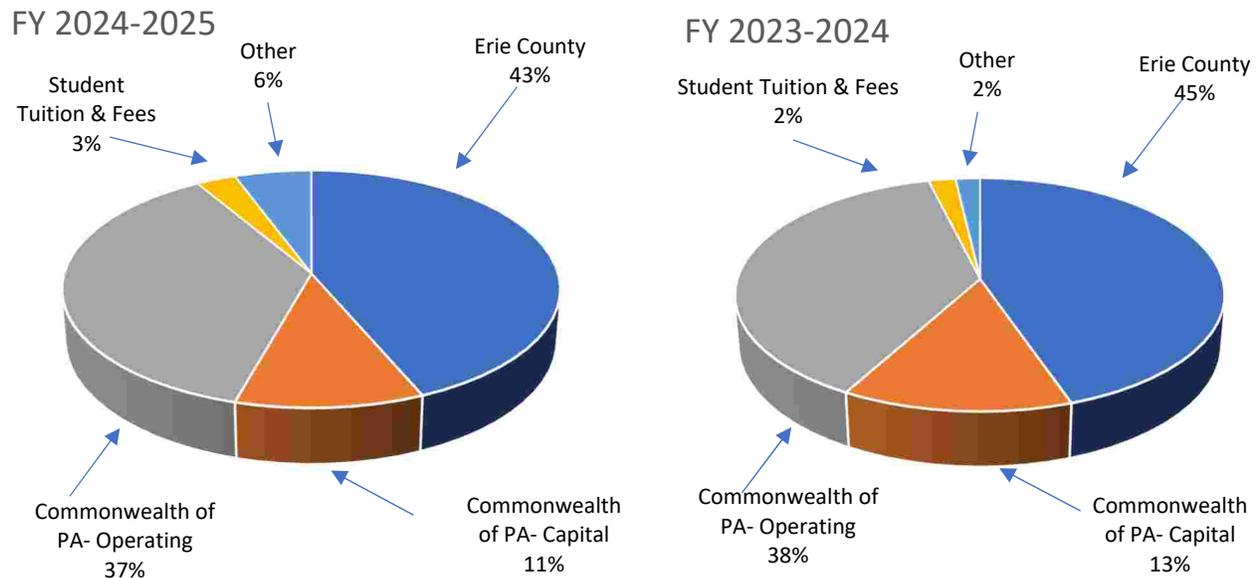
EC3's total Net Position increased by \$0.7 million in fiscal year 2024 to approximately \$5.5 million. Approximately \$0.6 million is due to the increase in the Net Investment in Capital Assets. The unrestricted net position decreased by \$0.07 million. \$15,000 is restricted – expendable is related to EC3's Saint Benedict Education Center lease security deposit.

Operating Results
For the Years Ended June 30,

	2025	2024	Increase (Decrease)
Operating Revenues			
Student Tuition and Fees	\$ 268,393	\$ 180,016	\$ 88,377
Support and grant agreement	161,203	73,249	87,954
Other Operating	92,618	25,164	67,454
Total Operating Revenues	<u>522,214</u>	<u>278,429</u>	<u>243,785</u>
Less: Operating Expenses	8,918,995	7,900,762	1,018,233
Operating Loss	<u>(8,396,781)</u>	<u>(7,622,333)</u>	<u>774,448</u>
Nonoperating Revenues (Expenses):			
State Appropriations	3,406,944	3,024,180	382,764
Local Appropriations	4,000,000	4,000,000	-
Investment Income	265,200	140,474	124,726
Loss on disposition of asset	-	(26,418)	26,418
Total Nonoperating Revenues (Expenses)	<u>7,672,144</u>	<u>7,138,236</u>	<u>533,908</u>
State appropriations and grants - capital	<u>994,280</u>	<u>1,199,660</u>	<u>(205,380)</u>
Change in Net Position	269,643	715,563	(445,920)
Net Position - Beginning of year	<u>5,562,592</u>	<u>4,847,029</u>	<u>715,563</u>
Net Position - End of year	<u>\$ 5,832,235</u>	<u>\$ 5,562,592</u>	<u>\$ 269,643</u>

MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2025

Sources of Revenues – Operating & Capital



Fiscal year 2025 versus 2024

For fiscal year 2025, operating revenues increased approximately \$0.2 million, operating expenses increased \$1.0 million, nonoperating revenues (expenses) increased \$0.5 million, and state appropriations and grants – capital increased decreased \$0.2 million.

The most significant operating revenues for EC3 relate to student tuition and fees payments. Nonoperating revenues increased by \$0.5 million. The largest increase of \$0.4 million was from state appropriations. Local appropriations stayed consistent with 2024.

MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2025

Operating Results
For the Years Ended June 30,

	2024	2023	Increase (Decrease)
Operating Revenues			
Student Tuition and Fees	\$ 180,016	\$ 395,170	\$ (215,154)
Student Tuition and Fees - Count CSLFRF grant	-	877,375	(877,375)
Support and grant agreement	73,249	-	73,249
Other Operating	25,164	59,229	(34,065)
Total Operating Revenues	<u>278,429</u>	<u>1,331,774</u>	<u>(1,053,345)</u>
Less: Operating Expenses	<u>7,900,762</u>	<u>7,930,648</u>	<u>(29,886)</u>
Operating Loss	<u>(7,622,333)</u>	<u>(6,598,874)</u>	<u>(1,023,459)</u>
Nonoperating Revenues (Expenses):			
State Appropriations	3,024,180	3,022,426	1,754
Local Appropriations	4,000,000	3,875,000	125,000
Investment Income	140,474	42,299	98,175
Loss on disposition of asset	(26,418)	-	(26,418)
Total Nonoperating Revenues (Expenses)	<u>7,138,236</u>	<u>6,939,725</u>	<u>198,511</u>
State appropriations and grants - capital	<u>1,199,660</u>	<u>465,462</u>	<u>734,198</u>
Change in Net Position	715,563	806,313	(89,645)
Net Position - Beginning of year	<u>4,847,029</u>	<u>4,040,716</u>	<u>806,313</u>
Net Position - End of year	<u>\$ 5,562,592</u>	<u>\$ 4,847,029</u>	<u>\$ 715,563</u>

Fiscal Outlook

EC3 has achieved the minimum time a college must successfully operate a collegiate degree program acceptable to MSCHE. Erie County Community College is a Candidate institution and a member of the Middle States Commission on Higher Education (MSCHE or the Commission). EC3 is projecting to be eligible to participate in Title IV, Federal Financial Aid Programs at some point in fiscal year 2025-2026. Candidacy Status is required before students will be eligible for receiving Title IV Financial Aid from the U.S. Department of Education.

During the 2025–2026 Academic Year, the absence of access to federal financial aid will continue to be offset by budgeted internal resources equivalent to the projected need-based aid for which the students would normally be eligible. This will change once the ability for students to apply for Title IV, Federal Financial Aid Programs are instituted.

MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2025

State appropriations, County appropriations, and student tuition and fees are expected to compose EC3's principal revenue sources for the 2025-2026 Academic Year. The viability of each of these three critical revenue components is highly dependent on variables external to EC3 such as enrollment trends, local and state economic conditions, federal, state, and local legislative actions, and others. EC3's Leadership Team and its Board of Trustees are confident that they have put in place a management team that possess the skills and capabilities to manage the fluctuations within these revenue sources.

Four months into fiscal year 2025-2026 finds the College on target for a balanced budget. Fall student headcount and FTEs were above target. College management continues prudent fiscal management in the growth of expenses. The College is currently reviewing the fiscal year 2025-2026 operating budget and results from operations in preparation of developing the annual operating budget for fiscal year 2026-2027. The College expects to present a balanced budget to the Board of Directors for the fiscal year 2026-2027.

ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA

STATEMENT OF NET POSITION

Board Report #25-49

November 19, 2025

JUNE 30, 2025

(With Comparative Totals at June 30, 2024)

	2025	2024
Assets		
<hr/>		
Current assets:		
Cash and cash equivalents	\$ 6,900,662	\$ 4,991,730
Student accounts receivable	95,124	86,867
Grants receivable	1,000,000	1,003,678
Other receivable	48,987	36,319
Security deposit	2,083	15,000
Prepaid expenses	31,797	58,693
Total current assets	8,078,653	6,192,287
Noncurrent assets:		
Capital assets, net	8,642,819	7,370,256
Total noncurrent assets	8,642,819	7,370,256
Total Assets	16,721,472	13,562,543
Liabilities		
<hr/>		
Current liabilities:		
Accounts payable	444,622	366,976
Retainage payable	37,600	-
Accrued wages and payroll taxes	173,958	141,645
Compensated absences, current portion	129,361	-
Unearned revenues	3,589,712	1,740,017
Financed purchase payable, current portion	120,094	112,367
Lease liability, current portion	460,058	392,241
Subscription liability, current portion	-	615,669
Total current liabilities	4,955,405	3,368,915
Noncurrent liabilities:		
Compensated absences	28,811	-
Financed purchase payable	20,734	88,126
Lease liability	5,884,287	4,542,910
Total noncurrent liabilities	5,933,832	4,631,036
Total Liabilities	10,889,237	7,999,951
Net Position		
<hr/>		
Net investment in capital assets	1,781,646	1,618,943
Restricted:		
Expendable	412,083	15,000
Unrestricted	3,638,506	3,928,649
Total Net Position	\$ 5,832,235	\$ 5,562,592

See accompanying notes to financial statements.

ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

Board Report #25-49
November 19, 2025

YEAR ENDED JUNE 30, 2025
(With Comparative Totals for Year Ended June 30, 2024)

	2025	2024
Operating Revenues:		
Student tuition and fees	\$ 268,393	\$ 180,016
Support and grant agreement	161,203	73,249
Other operating income	92,618	25,164
Total operating revenues	<u>522,214</u>	<u>278,429</u>
Expenses:		
Educational and general:		
Instruction	1,706,358	1,095,172
Academic support	584,796	570,005
Student services	588,343	416,423
Institutional support	3,842,542	3,390,368
Operation and facilities	398,144	602,226
Scholarships and program	1,480	2,283
Depreciation/amortization	1,505,578	1,518,105
Interest expense - leases and subscriptions	291,754	306,180
Total operating expenses	<u>8,918,995</u>	<u>7,900,762</u>
Operating Income (Loss)	<u>(8,396,781)</u>	<u>(7,622,333)</u>
Nonoperating Revenues (Expenses):		
State appropriations	3,406,944	3,024,180
Local appropriations	4,000,000	4,000,000
Investment income	265,200	140,474
Loss on disposition of asset	-	(26,418)
Net nonoperating revenues (expenses)	<u>7,672,144</u>	<u>7,138,236</u>
State appropriations and grants - capital	<u>994,280</u>	<u>1,199,660</u>
Change in Net Position	269,643	715,563
Net position - beginning of year	<u>5,562,592</u>	<u>4,847,029</u>
Net position - end of year	<u>\$ 5,832,235</u>	<u>\$ 5,562,592</u>

See accompanying notes to financial statements.

ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA

STATEMENT OF CASH FLOWS

Board Report #25-49

November 19, 2025

YEAR ENDED JUNE 30, 2025

(With Comparative Totals for Year Ended June 30, 2024)

	2025	2024
Cash Flows From Operating Activities:		
Payments received for grants and contracts	\$ 2,014,576	\$ 281,943
Payments received for tuition and fees	260,136	126,609
Payments for Security deposit	12,917	-
Payments to suppliers	(3,617,285)	(3,043,394)
Payments to utilities	(76,061)	(160,753)
Payments to employees	(3,457,314)	(2,917,145)
Payments on leases	(47,624)	(204,087)
Payments of grants and scholarships	(1,480)	(2,283)
Other receipts	79,950	111,270
Net cash provided by (used in) operating activities	<u>(4,832,185)</u>	<u>(5,807,840)</u>
Cash Flows From Noncapital Financing Activities:		
State appropriations	3,410,622	3,024,180
Local appropriations	4,000,000	4,000,000
Net cash provided by (used in) noncapital financing activities	<u>7,410,622</u>	<u>7,024,180</u>
Cash Flows From Capital and Related Financing Activities:		
State appropriations	737,254	1,456,686
Principal paid on financed purchase	(121,865)	(94,070)
Purchases of capital assets	(529,622)	(1,110,000)
Proceeds for sale of capital assets	-	397
Principal paid on lease	(404,803)	(435,305)
Principal paid on subscription liability	(615,669)	(639,804)
Net cash provided by (used in) capital and related financing activities	<u>(934,705)</u>	<u>(822,096)</u>
Cash Flows From Investing Activities:		
Investment income	265,200	140,474
Net cash provided by (used in) investing activities	<u>265,200</u>	<u>140,474</u>
Net Increase (Decrease) in Cash and Cash Equivalents	<u>1,908,932</u>	<u>534,718</u>
Cash and Cash Equivalents:		
Beginning of year	4,991,730	4,457,012
End of year	<u>\$ 6,900,662</u>	<u>\$ 4,991,730</u>

(Continued)

See accompanying notes to financial statements.

ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA

STATEMENT OF CASH FLOWS

Board Report #25-49

November 19, 2025

YEAR ENDED JUNE 30, 2025

(With Comparative Totals for Year Ended June 30, 2024)

(Continued)

	2025	2024
Reconciliation of Operating Income (Loss) to Net Cash Provided by (Used in) Operating Activities:		
Operating income (loss)	\$ (8,396,781)	\$ (7,622,333)
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:		
Depreciation/amortization	1,505,578	1,518,105
Change in assets and liabilities:		
Receivables, net	(17,247)	29,021
Security deposit	12,917	-
Prepaid expenses	26,896	18,149
Accounts payable, net of capital asset payables	(3,728)	3,402
Payroll liabilities	32,313	33,444
Compensated absences	158,172	-
Unearned revenues	1,849,695	212,372
Total adjustments	3,564,596	1,814,493
Net cash provided by (used in) operating activities	\$ (4,832,185)	\$ (5,807,840)
Supplementary Information:		
Capital assets acquired through financed purchase	\$ 62,200	\$ -
Purchase of capital assets included in accounts payable and retainage payable	\$ 376,000	\$ -

(Concluded)

See accompanying notes to financial statements.

ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA

NOTES TO FINANCIAL STATEMENTS

Board Report #25-49

November 19, 2025

YEAR ENDED JUNE 30, 2025

1. Organization

Erie County Community College of Pennsylvania (EC3), a component unit of Erie County, established in 2020, offers associate's degrees and technical skills certificate programs that provide education and training at an affordable price to residents of the County of Erie (County) and the surrounding area for available and emerging jobs that do not require a baccalaureate degree. In addition, EC3 provides the education many students need to succeed in a four-year program, as well as an affordable option for the first two years of college for those seeking a bachelor's degree. EC3 is a component unit in the governmental reporting entity of the County. EC3 is a legally separate organization for which the nature and significance of the relationship with the County is such that exclusion from the audited financials of the County would cause the financials of the County to be misleading or incomplete. As a result, EC3 's financial statements will be included in the County's December 31, 2025 Annual Comprehensive Financial Report.

EC3 is operated by a nine-member Board of Trustees (Board), who are appointed by the County Council of the County. Board members can be reappointed to six-year terms and are limited to serving no more than two successive terms including any initially appointed term. The Board has decision-making responsibility to significantly influence operations and primary accountability for fiscal matters. The County also appropriates and disburses funds to EC3 that are utilized in the operation of EC3.

Classes are offered at four locations across Erie, Pennsylvania. Primary revenue sources for EC3 for the year ended June 30, 2025, are County and state appropriations, local grants, and tuition and fees. State appropriations are to fund allowable operating and capital costs based upon formulas set by the Pennsylvania Department of Education. The County, as a local sponsor of EC3, contributes to the operating and capital costs of EC3. EC3 enrolled students for the inaugural class in July 2021.

As defined by accounting principles generally accepted in the United States of America (GAAP) established by the Governmental Accounting Standards Board (GASB), the financial reporting entity consists solely of EC3, as there are no component units.

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2. Summary of Significant Accounting PoliciesBasis of Presentation

EC3 is a special-purpose government entity engaged in business-type activities. Accordingly, the financial statements have been prepared in accordance with GAAP, using the economic measurement focus and the accrual basis of accounting. Under the accrual basis, revenue is recognized when earned, and expenses are recorded when incurred. EC3 follows accounting principles issued by the GASB. The presentation provides a comprehensive entity-wide perspective of EC3's assets, liabilities, net position, revenues, expenses, and changes in net position, and the direct method of cash flow presentation.

Prior-Year Comparative Information

The financial statements include summarized prior year comparative information. Such information does not include the prior year footnote disclosures and, thus, does not include all of the information required for a presentation in accordance with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with EC3's financial information for the year-end June 30, 2024 from which the summarized information was derived.

Use of Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect reported amounts of assets and liabilities and disclosures. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

Liquid investments with maturities of three months or less are considered to be cash equivalents and are stated at fair value. Cash and cash equivalents that are restricted classified as current assets and designated as a security deposit.

Grants Receivable

Grants receivable consists of amounts due for contracts from local governments, or private sources, made in accordance with agreements. No uncollectible amounts have been reserved based on the outstanding balance of the receivables for the year ended June 30, 2025, and all amounts are expected to be collected within one year.

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Capital Assets

Acquired capital assets are stated at cost at the date of acquisition. Donated capital assets are recorded at their estimated fair value at the date of donation. The assets are being depreciated by the straight-line method over their estimated useful lives. The measurement of intangible right-to-use subscription assets is discussed under subscription liabilities below. Depreciation/amortization is included as a separate functional expense category in the statement of revenues, expenses, and changes in net position. Depreciation on assets has been provided using the straight-line method over the estimated useful lives, as follows:

Improvements	15 years
Equipment and furniture	7 years
Software costs	5 years
Computer equipment	3 years

Expenses for maintenance, repairs, and betterments that do not materially extend the useful life of an asset are charged to operations as incurred. Renewals and betterments that substantially extend an asset's useful life and are greater than \$4,000 are capitalized.

Leases

Commencing with fiscal year end June 30, 2022, EC3 lease agreements are recognized as a lease liability and an intangible right-to-use lease asset (lease asset) at the commencement of the lease term, unless the lease is a short-term lease or it transfers ownership of the underlying asset. The lease liability is measured at the present value of payments expected to be made during the lease term, less any lease incentives. The lease asset is measured at the amount of the initial measurement of the lease liability, adjusted for any payments made to the lessor at or before the commencement of the lease term plus certain initial direct costs. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is amortized on the straight-line method over the shorter of the lease term or the useful life of the underlying asset. Short-term leases are defined as leases that, at the commencement of the lease term, have a maximum possible term under the lease contract of 12 months or less, including any options to extend, regardless of their probability of being exercised. Short-term lease payments are recognized as expenditures based on the payment provisions of the lease contract. An asset is recognized if payments are made in advance or a liability for rent due if payments are to be made subsequent to the reporting period.

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Key estimates and judgments related to leases include how EC3 determines (1) the discount rate it uses to discount the expected lease payments to present value, (2) lease term, and (3) lease payments.

- EC3 uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, EC3 generally uses its estimated incremental borrowing rate as the discount rate for leases.
- The lease term includes the noncancellable period of the lease. Lease payments included in the measurement of the lease liability are composed of fixed payments and purchase option price that EC3 is reasonably certain to exercise.

EC3 monitors changes in circumstances that would require a remeasurement of its lease and will remeasure the lease asset and liability if certain changes occur that are expected to significantly affect the amount of the lease liability.

Leases are reported as right of use asset - leases and lease liability on the statement of net position.

Subscription Liabilities

EC3 is a lessee for noncancellable software subscriptions. EC3 recognizes a subscription liability and an intangible right-to use subscription asset (subscription asset) as part of capital assets, net of accumulated depreciation on the Statement of Net Position.

At the commencement of a subscription, EC3 initially measures the subscription liability at the present value of payments expected to be made during the subscription term. Subsequently, the subscription liability is reduced by the principal portion of payments made. The subscription asset is initially measured as the initial amount of the subscription liability, adjusted for payments made at or before the commencement date, plus certain initial direct costs. Subsequently, the subscription asset is amortized on the straight-line basis over its useful life.

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Key estimates and judgements related to subscription liabilities include how EC3 determines (1) the discount rate it uses to discount the expected contract payments to present value, (2) subscription term, and (3) subscription payments.

- EC3 uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, EC3 generally uses its estimated incremental borrowing rate as the discount rate for subscription contracts.
- The subscription term includes the noncancellable period of the subscription. If a subscription automatically renews after the initial term, EC3 uses a period of 3 years to record the subscription liability for automatic renewals. Subscription payments included in the measurement of the subscription liability are composed of fixed payments and purchase option price that EC3 is reasonably certain to exercise.

EC3 monitors changes in circumstances that would require remeasurement of its subscription liability and will remeasure the subscription asset and liability if certain changes occur that are expected to significantly affect the amount of the subscription liability.

Subscription assets are reported with capital assets and subscription liabilities are reported as a current and non-current liability on the Statement of Net Position.

Compensated Absences

EC3 recognizes a liability for compensated absences for leave time that (1) has been earned for services previously rendered by employees, (2) accumulates and is allowed to be carried over to subsequent years, and (3) is more likely than not to be used as time off or settled (for example, paid in cash to the employee) during or upon separation from employment. Based on the criteria listed, two types of leave qualify for liability recognition for compensated absences - vacation and sick leave. The liability for compensated absences is recorded as incurred in the financial statements.

Vacation

EC3's policy permits employees to accumulate earned but unused vacation benefits which can be used as vacation in a subsequent period or are eligible for payment at the employee's current pay rate upon separation from employment.

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Sick Leave

EC3's policy permits employees to accumulate earned but unused sick time. All sick leave lapses when employees leave the employment of EC3 and, upon separation from service, no monetary obligation exists. However, a liability for the estimated value of sick leave earned that will be used by employees as time off in a subsequent period is included in the liability for compensated absences.

Unearned Revenues

Advance payments received for grant funding are deferred and recorded as revenues are earned.

Deferred Outflows and Inflows of Resources

Deferred outflows of resources is a separate financial statement element that represents a consumption of net position that applies to future periods; therefore, it will not be recognized as an outflow of resources (expense/expenditure) until then. Deferred inflows of resources is a separate financial statement element that represents an acquisition of net position that applies to future periods; therefore, it will not be recognized as an inflow of resources (revenue) until then. There are no deferred inflows or outflows of resources at June 30, 2025 for EC3.

Net Position

Net position is classified into three major categories:

- Net investment in capital assets - This category includes all of EC3's capital assets, net of accumulated depreciation, construction, or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets are also included in this component of net position.
- Restricted – The restricted component of net position consists of restricted assets reduced by liabilities related to those assets. Generally, a liability relates to restricted assets if the asset results from a resource flow that also results in the recognition of a liability or if the liability will be liquidated with the restricted assets reported. Two categories are used to further describe restricted net position:

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- Expendable - can be expended in compliance with the external restriction
- Nonexpendable – net position that is required to be retained in perpetuity
- Unrestricted - The unrestricted component of net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted components of net position.

Use of Restricted Net Position

When an expense is incurred that can be paid using either restricted or unrestricted resources, EC3's policy is to use restricted resources, when available, before using unrestricted resources to pay expenses.

Classification of Revenue

Revenue is classified as either operating or non-operating:

- Operating revenue includes revenue from activities that have characteristics similar to exchange transactions. These include student tuition and fees (net of scholarship discounts), certain federal, state, local, and private grants, and contracts.
- Non-operating revenue includes revenue from activities that have the characteristics of non-exchange transactions, such as appropriations and certain federal, state, and local grants. The implication is that such revenues are derived from more passive efforts related to the acquisition of the revenue, rather than the earning of it.

Income Taxes

EC3 is exempt from federal income taxes under Section 115 of the Internal Revenue Code (IRC).

Adopted Pronouncements

GASB Statement No. 101, (Compensated Absences) was adopted for the year ended June 30, 2025. In addition to the value of unused vacation time owed to employees upon separation of employment, EC3 now recognizes an estimated amount of sick leave earned as of year-end that will be used by employees as time off in future years as part of the liability for compensated absences. The effects of this adoption were not material to

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beginning net position balances and were adjusted through the statement of revenues, expenses, and changes in net position for the year ended June 30, 2025.

GASB Statement No. 102, (Certain Risk Disclosures) was adopted for the year ended June 30, 2025. This statement had no significant impact on EC3's financial statements for the year ended June 30, 2025.

Pending Pronouncements

GASB has issued statements that will become effective in future years including Statement Nos. 103 (Financial Reporting Model Improvements) and 104 (Disclosure of Certain Capital Assets). Management has not yet determined the impact of these statements on the financial statements.

Reclassification

Certain amounts presented in the prior year have been reclassified in order to be consistent with the current year's presentation.

3. Deposits and Cash EquivalentsDeposits

Under Section 440.1 of the Pennsylvania Public School Code for 1949, as amended, and PA Act 10 of 2016, EC3 is permitted to invest funds consistent with sound business practices in the following types of investments:

Obligations of (a) the United States of America or any of its agencies or instrumentalities backed by the full faith and credit of the United States of America, (b) the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by the full faith and credit of the Commonwealth of Pennsylvania, or (c) of any political subdivision of the Commonwealth of Pennsylvania or any of its agencies or instrumentalities backed by the full faith and credit of the political subdivision.

U.S. government obligations, short-term commercial paper issued by a public corporation, and banker's acceptances.

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Deposits in savings accounts, time deposits, or share accounts of institutions insured by the Federal Deposit Insurance Corporation (FDIC) to the extent that such accounts are so insured and, for any amounts above the insured maximum, provided that approved collateral, as provided by law, are pledged by the depository.

Custodial Credit Risk – deposits. The aggregate bank balance of EC3’s cash and cash equivalents was \$7,071,600 at June 30, 2025. Of these balances, \$250,000 was covered by the Federal Deposit Insurance Corporation (FDIC). The remaining balance was collateralized in accordance with Act 72 of the Pennsylvania state legislature, which requires the institution to pool collateral for all governmental deposits and have collateral held by an approved custodian in the institution’s name. EC3 does not carry any bank balance over and above the insured or secured amounts.

4. Capital Assets

	Balance at July 1, 2024	Additions	Transfers	Deletions	Balance at June 30, 2025
Capital assets, not being depreciated:					
Land	\$ -	\$ -	\$ -	\$ -	\$ -
Construction in progress	9,375	689,815	-	-	699,190
Total capital assets, not being depreciated	9,375	689,815	-	-	699,190
Capital assets, being depreciated:					
Improvements	115,142	97,150	-	-	212,292
Equipment and furniture	1,386,437	106,017	-	(11,482)	1,480,972
Hardware and software costs	946,629	74,840	-	-	1,021,469
Subscription asset	2,966,331	-	-	-	2,966,331
Right-of-use asset - lease	5,940,860	1,887,020	-	(462,504)	7,365,376
Total capital assets, being depreciated/amortized	11,355,399	2,165,027	-	(473,986)	13,046,440
Less total accumulated depreciation/amortization	3,994,518	1,517,059	-	(408,766)	5,102,811
Net capital assets, being depreciated	7,360,881	647,968	-	(65,220)	7,943,629
Net capital assets	<u>\$ 7,370,256</u>	<u>\$ 1,337,783</u>	<u>\$ -</u>	<u>\$ (65,220)</u>	<u>\$ 8,642,819</u>

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5. Financed Purchases

EC3 entered into a financed purchase during fiscal year 2023 in the amount of \$302,099 for instructional equipment. The financed purchase commenced in May 2023 and has a term of 36 months with an interest rate of 7.26%.

EC3 entered into a financed purchase during fiscal year 2025 in the amount of \$62,200 for laptops. The financed purchase commenced in May 2025 and has a term of 36 months with an interest rate of 0%.

The following represents changes in EC3's financed purchase liability during the fiscal year:

	June 30, 2024	Additions	Deletions	June 30, 2025	Due within one year
Financed Purchase	<u>\$ 200,493</u>	<u>\$ 62,200</u>	<u>\$ (121,865)</u>	<u>\$ 140,828</u>	<u>\$ 120,094</u>

6. Leases

EC3 has entered into various leases for buildings. It is expected that in the normal course of business, such leases will continue to be required. The following lease is recognized as a lease liability and lease asset at the commencement of the lease term:

In December 2021, EC3 entered into a lease agreement for classroom and office space in Erie County at the Corry Higher Education Council Building. The terms of the lease began January 1, 2022 for a period of 12 months with one option to extend for an additional 12 months through December of 2023. In January of 2023, EC3 entered into an agreement for the extension option for calendar year 2023 with a one-year option to extend through 2024, which EC3 exercised. An initial lease liability was recorded in the amount of \$68,163 during fiscal year 2022 and an additional liability of \$28,571 was recorded in fiscal year 2023. In January of 2025, EC3 entered into an agreement for the extension option for calendar year 2025 with a three-year option to extend through 2028. EC3 is not reasonably certain that it will exercise the three-year option to extend, and other actions may occur. An additional liability of \$28,571 was recorded in fiscal year 2025. As of June 30, 2025, the value of the lease liability was \$14,510. EC3 was required to make annual payments of \$30,000. The incremental borrowing rate for the lease is 5% for the initial lease liability and 4.2% for the 2025 extension. The value of the right-of-use asset as of the end of the current fiscal year was \$125,525 and had accumulated amortization of \$110,899.

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In July 2021, EC3 entered into a lease agreement for space and parking in Erie County at the Saint Benedict Education Center. The terms of the lease began July 1, 2021 for a period of 12 months with one option to extend for an additional six months through December of 2022, which was exercised. In November 2022, the lease was amended to include January 1, 2023 for 12 months with two additional one year options to extend. EC3 agreed to extend the first option during 2023. An initial lease liability was recorded during fiscal year 2022 in the amount of \$143,421 for the first 12 months and \$73,131 for the additional six months. An additional liability in the amount of \$150,688 was recorded in fiscal year 2023. The incremental borrowing rate for the first 12 months of the lease is 3% and 5% for the additional six months and November 2022 amendment. In October 2024, this lease was terminated by EC3. As of June 30, 2025, the value of the lease liability was \$0. The value of the right-of-use asset as of the end of the current fiscal year was \$0 and had accumulated amortization of \$0.

In June 2022, EC3 entered into a lease agreement for classroom and office space in Erie County at the Villa Maria Cathedral Preparatory Catholic School with access to the building beginning in fiscal year 2023. The terms of the lease began July 1, 2022 for a period of 15 years. An initial lease liability was recorded in the amount of \$5,268,969 during fiscal year 2023. As of June 30, 2025, the value of the lease liability was \$4,482,141. EC3 was required to make annual payments of \$500,000. The incremental borrowing rate for the lease is 5%. The value of the right-of-use asset as of the end of the current fiscal year was \$5,268,969 and had accumulated amortization of \$1,053,794.

In March 2023, EC3 entered into a lease agreement for classroom and office space at Northern Pennsylvania Regional College, with access to the building beginning March 1, 2024. The terms of the lease began March 1, 2024 for a period of 20 months. An initial lease liability was recorded in the amount of \$64,893 during fiscal year 2024. As of June 30, 2025, the value of the lease liability was \$13,568. EC3 was required to make annual payments of \$40,440 during fiscal year 2025. The incremental borrowing rate for the lease is 4%. The value of the right-of-use asset as of the end of the current fiscal year was \$64,893 and had accumulated amortization of \$51,915.

In September 2023, EC3 entered into a lease agreement for the Regional Skill Center Building spaces at the Erie County Technical School. The terms of the lease began July 1, 2023 for a period of 12 months with two options to extend for five years each. In October 2023, the lease was amended to include to provide the Precision Machining and the Uniquely Able Program at the Erie County Technical School, effective July 1, 2023. Included in the amendment is a non-lease component for course instructors for \$29,640 for the year. EC3 agreed to extend the first option during 2024 for a nine-month period of January 1,

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2024 through March 31, 2024. An initial lease liability was recorded during fiscal year 2024 in the amount of \$95,264. As of March 1, 2025, this lease was removed and replaced by a new lease through 2035. The lease liability for new lease was recorded on March 1, 2025 for \$1,858,229. As of June 30, 2025, the value of the lease liability was \$1,809,716. EC3 was required to make payments totaling \$73,600 during fiscal year 2025. The incremental borrowing rate for the lease is 4%. The value of the right-of-use asset as of the end of the current fiscal year was \$1,858,229 and had accumulated amortization of \$65,449.

In March 2024, EC3 entered into a lease agreement for classroom and office space with access to the building beginning July 1, 2024. The terms of the lease begin July 1, 2024 for a period of 12 months with one option extend for 12 months. An initial lease liability was recorded in the amount of \$47,760 during fiscal year 2024. As of June 30, 2025, the value of the lease liability was \$24,410. The incremental borrowing rate for the lease is 4%. The value of the right-of-use asset as of the end of the current fiscal year was \$47,760 and had accumulated amortization of \$23,880.

The lease liability at June 30, 2025 consists of the following:

	June 30, 2024	Additions	Deletions	June 30, 2025	Due within one year
Lease liability	<u>\$ 4,935,151</u>	<u>\$ 1,887,020</u>	<u>\$ (477,826)</u>	<u>\$ 6,344,345</u>	<u>\$ 460,058</u>

Future minimum lease payments on the leases are as follows:

Fiscal Year	Principal	Interest	Total
2026	\$ 460,058	\$ 272,762	\$ 732,820
2027	451,313	269,487	720,800
2028	472,927	247,873	720,800
2029	495,583	225,217	720,800
2030	519,332	201,468	720,800
Thereafter	<u>3,945,132</u>	<u>659,103</u>	<u>4,604,235</u>
	<u>\$ 6,344,345</u>	<u>\$ 1,875,910</u>	<u>\$ 8,220,255</u>

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7. Subscription Based Information Technology Arrangements (SBITAs)

EC3 has certain software as a service noncancelable agreements. EC3 recognizes an intangible subscription asset and subscription obligation in the financial statements.

In April 2021, EC3 entered into a five-year subscription for the use of enterprise-wide accounting software. An initial subscription liability was recorded in the amount of \$2,904,102. As of June 30, 2025, the value of the subscription liability is \$0. EC3 prepays the required annual payments prior to the fiscal year. The discount rate used for the subscription was EC3's applicable incremental borrowing rate of 3.0%. The value of the intangible subscription asset as of June 30, 2025 was \$2,904,102, with accumulated amortization of \$2,420,085.

On August 2022, EC3 entered into a 3-year subscription for the use of student engagement software. As of June 30, 2025, the value of the subscription liability is \$0. EC3 prepays the required annual payments prior to the fiscal year. The discount rate used for the subscription was EC3's applicable incremental borrowing rate of 3.0%. The value of the intangible subscription asset as of June 30, 2025 was \$62,229, with accumulated amortization of \$62,229.

Changes in the subscription obligation for the year ended June 30, 2025 are as follows:

	2025
Beginning balance	\$ 615,669
Additions	-
Reductions	(615,669)
Ending balance	\$ -

8. Unearned Revenue

Unearned revenue consists of grant funding received in advance of the period in which it relates. At June 30, 2025, the unearned revenue balance includes the following:

- \$1,527,645 of funding from one grant that is to be utilized to provide support to EC3 in the capacity deemed necessary by the Board.

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- \$62,067 of funding from one grant to be utilized in EC3's Construction Training Program.
- \$2,000,000 of funding from one grant to be utilized for EC3's Allied Health and Nursing Lab.

9. Risk Management, Commitments, and Contingencies

EC3 is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees and natural disasters. These risks are covered by commercial insurance purchased from independent third parties. Management believes the insurance coverage is sufficient to cover EC3 against potential losses.

The tuition and fees for the in-county and out-of-county class of students for the academic year 2024 to 2025 (fiscal year ended June 30, 2025) are being funded by student payments and EC3 state and local funding. For EC3 to continue to evolve, it must gain full accreditation including the ability to distribute federal student financial aid. Management believes those goals will be achieved. Candidacy for accreditation was granted in for fiscal year-end June 30, 2025 with the process for full accreditation to follow.

As of June 30, 2025, EC3 had entered into various outstanding contracts that have not been completed as of the end of the fiscal year. Amounts remaining on the contract total approximately \$4,017,016 as of June 30, 2025. These contracts relate to the construction of the College's West Campus Health Lab, roof replacement, window replacement, and door replacement at the College's West Campus.

10. Employee Benefit Plan

EC3 has established a 403(b) defined contribution pension plan. The plan covers all employees as of their hire date who work greater than 20 hours per week. The amount of EC3's discretionary matching contribution will be determined each year and is to be equal to a uniform percentage or dollar amount of elective deferrals. For the year ended June 30, 2025, EC3 contributed approximately \$213,000 to the plan, reflecting a discretionary matching contribution of XX%.

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11. Subsequent Events

In July 2025, EC3 opened a line of credit in the amount of \$500,000 to support EC3's ongoing West Campus Renovation Project. The note bears interest at prime rate. The line of credit shall continue until paid in full or until both parties agree to terminate the agreement but is due upon demand at the lender's request.

In July 2025, EC3 obtained a bridge loan in the amount of \$4,000,000 to support EC3's ongoing West Campus Renovation Project. The note bears interest at an initial rate of 5.443% and is variably adjusted based on SOFR, with monthly interest payments starting August 21, 2025. Final principal and accrued interest payment is due January 21, 2027 in the amount of \$4,009,376.

EC3 has been approved for a Commonwealth of Pennsylvania Redevelopment Assistance Capital Program (RACP) grant in the amount of \$XXX, which is reimbursable for the West Campus Renovation Project. EC3 expects to receive the RACP grant in fiscal year XXX.

Erie County Community College of Pennsylvania
(A Component Unit of Erie County)

Independent Auditor's Report
In Accordance with
Government Auditing Standards

Year Ended June 30, 2025

Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

**Board of Trustees
Erie County Community College of Pennsylvania**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of Erie County Community College (EC3), a component unit of Erie County, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise EC3’s basic financial statements, and have issued our report thereon dated MONTH XX, 202X.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered EC3’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of EC3’s internal control. Accordingly, we do not express an opinion on the effectiveness of EC3’s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether EC3's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Pittsburgh, Pennsylvania
MONTH XX, 202X

ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

Board Report #25-49
November 19, 2025

YEAR ENDED JUNE 30, 2025

NONE

Board of Trustees Erie County Community College of Pennsylvania

We have audited the financial statements of Erie County Community College (EC3), a component unit of Erie County, for the year ended June 30, 2025. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our conversations with the Board of Trustees Chairman and Finance Chair about planning matters on September 18, 2025 and October 28, 2025, respectively. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibilities under Auditing Standards Generally Accepted in the United States of America and Government Auditing Standards

As stated in our engagement letter dated May 12, 2025, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we considered the system of internal control of EC3. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we also performed tests of EC3's compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions was not an objective of our audit.

Significant Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by EC3 are described in Note 2 to the financial statements. For the year ended June 30, 2025, EC3 adopted the provisions of Governmental Accounting Standards Board (GASB) statement Nos. 101 (Compensated Absences) and 102 (Certain Risk Disclosures). No other new accounting policies were adopted, and the application of existing policies was not changed during 2025. We noted no transactions entered into by EC3 during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We noted no sensitive estimates affecting the financial statements.

Disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were the disclosures for Risk Management, Commitment, and Contingencies in Note 9 and Note 11 regarding Subsequent Events.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated MONTH XX, 202X.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to EC3’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Issues Discussed Prior to Retention of Independent Auditors

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as EC3’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

Matters involving internal controls and EC3’s operations are detailed in a separately issued management letter.

Required Supplementary Information

We applied certain limited procedures to the required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to issue agreed-upon procedures with respect to EC3’s schedules of Total Eligible Full-Time-Equivalent (FTE) Students, Tuition Compliance Calculation, and the Schedule of Capital Mandated Expenses – State Share. Our independent accountant’s report on applying agreed-upon procedures will be issued in a separate report.

This information is intended solely for the information and use of the Board of Trustees and management of EC3, and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Pittsburgh, Pennsylvania
MONTH XX, 202X

Board of Trustees Erie County Community College of Pennsylvania

We have audited the financial statements of Erie County Community College (EC3), a component unit of Erie County, as of and for the year ended June 30, 2025. We reported on EC3's Internal Control over Financial Reporting and on Compliance with Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* in our report dated **MONTH XX, 202X**. However, during our audit, we noted certain matters involving internal control and operational matters that are presented for your consideration. This letter does not affect our report dated **MONTH XX, 202X** on EC3. Our comments and recommendations, all of which have been discussed with the appropriate members of management, are intended to improve internal control or result in other operating efficiencies.

Items noted with an asterisk "*" were included in the June 30, 2024 management letter and continue for this fiscal year.

* Payroll System Access

During our review of payroll, the following items were noted:

- The Senior Accountant has full access to Erie Custom Computer Applications (ECCA), which allows for changes to be made within the payroll system. We recommend that EC3 review the user access to ECCA and limit it to what is necessary to process payroll in order to reduce the risk of unauthorized changes.

* Policies and Procedures

We noted that EC3 has established written policies surrounding purchasing, bidding, expenditure approvals, and capital expenditure policies. However, we noted no formal policies relating to certain other accounting and fiscal matters, such as receipts, payroll, fixed assets, and journal entries. Written and regularly updated policies and procedures would assist in training new employees and in maintaining consistent application of policies and procedures.

In addition, in accordance with 2 CFR 200, Subparts D and E (2 CFR sections 200.300 and 200.400, respectively), EC3 is required to have written policies, procedures, and standards of conduct relative to the receipt of, internal processes for, and compliance with federal awards.

*** Information Technology Controls**

- Title IV eligible institutions that participate in the Title IV Education Assistance Programs are “financial Institutions” and subject to the Gramm-Leach-Bliley Act (GLBA). As EC3 works towards obtaining Title IV eligibility, we recommend that the college ensures the GLBA required protections and safeguards are in place. The GLBA requires financial institutions to have certain information privacy protections and safeguards in place. The requirements include:
 - Developing, implementing, and maintaining a written comprehensive information security program that contains certain administrative, technical, and physical safeguards.
 - Designating an employee to coordinate the information security program.
 - Conducting a risk assessment that includes consideration of employee training and management, information systems, and preventing and responding to attacks, intrusions, or other systems failures.
 - A documented safeguard for each risk identified from the risk assessment that was performed.
- It is our understanding that EC3 does not currently have a formal, documented, disaster contingency plan. Without a documented and communicated plan, the risk exists that employees will not know what to do in the event of a disaster and important information may be lost. In order to strengthen controls over EC3’s information systems, we recommend that the college create a formal data security policy that can be documented and communicated to all employees. The plan should be updated, communicated, and tested periodically to help ensure the best results.
- Other IT matters that EC3 should evaluate annually include purchasing, and evaluating its coverage for, cyber liability insurance, the adequacy of system intruder testing, and other system security threat assessments.
- We observe EC3's initial steps towards integrating artificial intelligence (AI) technologies into its operations, particularly in areas that may influence financial reporting, internal controls, and data governance. As EC3 begins adopting the AI tools, it is crucial to acknowledge both the potential benefits and risks that AI presents. We recommend that EC3 proactively develop and implement a formal policy governing AI usage. This policy should address ethical considerations, data integrity, accountability, and oversight

mechanisms to ensure that AI tools are used responsibly and in harmony with EC3 risk management framework.

This communication is intended solely for the information and use of the Board of Trustees, management, and others within EC3, and is not intended to be, and should not be, used by anyone other than these specified parties.

Pittsburgh, Pennsylvania
MONTH XX, 202X



Resolution to Purchase Up to \$128,659.09 for Millwork from Millington Lockwood

Information

EC3 has received a quote to purchase millwork from Millington Lockwood for the renovated areas related to the construction project in the Allied Health Care areas for \$128,659.09. There is a significant lead time from order to delivery.

Millington Lockwood are an OMNIA Partner, a cooperative purchasing organization equivalent to COSTARS. Contracts are competitively solicited by a lead public agency in accordance with public purchasing rules and regulations. The partnership has been reviewed by MaherDuessel which determined that it is an acceptable alternative to the bidding process.

Recommendation

The Finance Committee recommends that the Board of Trustees moves to approve the purchase up to \$128,659.09 for millwork from Millington Lockwood.



Resolution to Purchase Up to \$79,713.55 of Furniture from Millington Lockwood

Information

EC3 has received a quote to purchase furniture from Millington Lockwood for \$79,713.55 for the first and second floor renovated areas related to the construction project. There is a significant lead time from order to delivery.

Millington Lockwood are an OMNIA Partner, a cooperative purchasing organization equivalent to COSTARS. Contracts are competitively solicited by a lead public agency in accordance with public purchasing rules and regulations. The partnership has been reviewed by MaherDuessel which determined that it is an acceptable alternative to the bidding process.

Recommendation

The Finance Committee recommends that the Board of Trustees moves to approve the purchase up to \$79,713.55 of furniture from Millington Lockwood.



Resolution to Approve a Lease Between EC3 and Corry Higher Educational Council
from January 1, 2026-June 30, 2026, for \$15,000

Information

EC3 is seeking approval from the Board of Trustees to lease space with the Corry Higher Education Council for two (2) classrooms and one (1) office space located at 221 N. Center St., Corry PA 16407 in the amount of \$15,000 from January 1, 2026 through June 30, 2026.

Recommendation

The Finance Committee recommends that the Board of Trustees moves to approve a lease with the Corry Higher Educational Council as specified above.



Resolution to Approve Construction Change Order in the Amount of \$134,077.10
to Replace EC3 West's Roof and Run HVAC Ducting

Information

EC3 is requesting Board approval for Change Order No. RFCO 014R1 – Bulletin 3 with Massaro Corporation for the RACP project. The change order provides for replacing the 21 year old roof and running the necessary HVAC duct work on top of the new roof at an additional cost of \$134,077.10. This change is necessary due to a code issue discovered during demolition that prevents the HVAC ducting being housed within the building. The new roof will have a 30 year warranty and this change order will be submitted for RACP reimbursement.

Recommendation

It is recommended that the Board of Trustees moves to approve the construction change order in the amount of \$134,077.10 to replace EC3 West's roof and run HVAC ducting on the new roof as presented above.



Resolution to Adopt Board of Trustee Regular, Annual, and Committee Meeting Dates Times
From January through December 2026

Information

Attached are the proposed 2026 meeting dates and times for the Board of Trustee's regular, annual, and standing committee meetings (which includes Executive, Academic, Finance, and Personnel) following the same sequential rotation as 2025.

Recommendation

It is recommended that the Board of Trustees moves to approve the Board of Trustee regular, annual, and committee meeting dates and times from January through December 2026 as presented.



2026 Regular, Annual, and Committee Meeting Dates & Times

January Board Meeting	January Committee Meetings
Regular Board of Trustees Meeting Wednesday, January 28, 2026, at 5:00 PM	Executive Committee Meeting Wednesday, January 14, 2026, at 5:00-5:45pm Academic Committee Meeting Wednesday, January 14, 2026, at 5:45-6:15pm Personnel Committee Meeting Wednesday, January 14, 2026, at 6:15-6:45pm Finance Committee Meeting Monday, January 19, 2026, at 5:00pm
March Board Meeting	March Committee Meetings
Regular Board of Trustees Meeting Wednesday, March 25, 2026, at 5:00 PM	Executive Committee Meeting Wednesday, March 11, 2026, at 5:00-5:45pm Academic Committee Meeting Wednesday, March 11, 2026, at 5:45-6:15pm Personnel Committee Meeting Wednesday, March 11, 2026, at 6:15-6:45pm Finance Committee Meeting Monday, March 16, 2026, at 5:00pm
May Board Meeting	May Committee Meetings
Regular Board of Trustees Meeting Wednesday, May 27, 2026, at 5:00 PM	Executive Committee Meeting Wednesday, May 13, 2026, at 5:00-5:45pm Academic Committee Meeting Wednesday, May 13, 2026, at 5:45-6:15pm Personnel Committee Meeting Wednesday, May 13, 2026, at 6:15-6:45pm Finance Committee Meeting Monday, May 18, 2026, at 5:00pm
July Board Meeting	July Committee Meetings
Regular Board of Trustees Meeting Wednesday, July 22, 2026, at 5:00 PM	Executive Committee Meeting Wednesday, July 8, 2026, at 5:00-5:45pm Academic Committee Meeting Wednesday, July 8, 2026, at 5:45-6:15pm Personnel Committee Meeting Wednesday, July 8, 2026, at 6:15-6:45pm Finance Committee Meeting Monday, July 13, 2026, at 5:00pm

\Proposed.Committee.dates.and.times.are.as.
Needed

*Continued

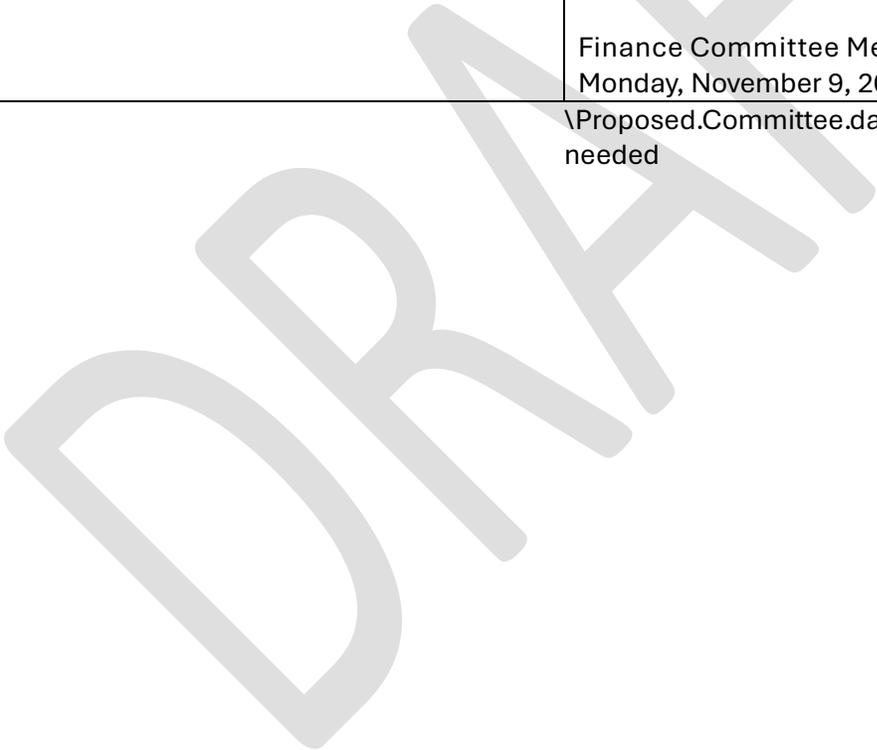


ERIE COUNTY
COMMUNITY COLLEGE

2026 Regular, Annual, and Committee Meeting Dates & Times

September Board Meeting	September Committee Meetings
Regular & Annual Board of Trustees Meeting Wednesday, September 23, 2026, at 5:00 PM	Executive Committee Meeting Wednesday, September 9, 2026, at 5:00-5:45pm Academic Committee Meeting Wednesday, September 9, 2026, at 5:45-6:15pm Personnel Committee Meeting Wednesday, September 9, 2026, at 6:15-6:45pm Finance Committee Meeting Monday, September 14, 2026, at 5:00pm
November Board Meeting	November Committee Meetings
Regular Board of Trustees Meeting Wednesday, November 18, 2026, at 5:00 PM	Executive Committee Meeting Wednesday, November 4, 2026, at 5:00-5:45pm Academic Committee Meeting Wednesday, November 4, 2026, at 5:45-6:15pm Personnel Committee Meeting Wednesday, November 4, 2026, at 6:15-6:45pm Finance Committee Meeting Monday, November 9, 2026, at 5:00pm

\Proposed.Committee.dates.and.times.are.as.
needed





Resolution to Ratify the President's Approval of Construction Change Orders with Consult and Board Chairperson Approval in the Amount of \$120,773.11 on October 15, 2025 per Board Policy VI.A.4: Purchases Requiring Board Authorization

Information

Two change order orders for the Allied Healthcare Project came forth in October that met the threshold for Board approval.

\$55,634.55 – Modifications to the dampers in the heating and cooling system.

\$65,138.56 – Adjustments to the electrical system.

A portion of Policy VI.A.4: Purchases and Contracts Requiring Board Authorization was invoked due to the implications a delay would have had on the overall project timeline- *"If a postponement in approving a change order would seriously delay an essential project, then the President may authorize proceeding with the change order, after consulting with and receiving approval from the Chair of the Board, with the understanding that the modified contract will be presented to the Board at its next scheduled meeting."*

An email was sent to the full board with this information on October 11, 2025 and the change orders were approved by Chairperson Dr. Victor on October 15, 2025. The email and supporting documents follow this report.

Recommendation

It is recommended that the Board of Trustees moves to ratify the President's approval of construction change orders in the amount of \$120,773.11 per Board Policy VI.A.4: Purchases Requiring Board Authorization.



Issued Bulletin
Bulletin No. 1

Issue Date: August 22, 2025
Client: Erie County Community College (EC3)
Project: Health Lab Renovations
CPL Project No: R24.15543.00

From: CPL Architects & Engineers, Inc.
125 Enterprise Drive, Suite 301
Pittsburgh, PA 15275

Contact: Melanie Panutsos
mpanutsos@cplteam.com
724.777.4234

Distribution To: Massaro
Erie County Community College
HF Lenz

Contact:

For Addenda:

This Bulletin forms a part of the Contract Documents and modifies the original Contract Documents used for the Construction Contract, dated 25.06.03.

Todd M. Liebert
AIA, NCARB
Chief Executive Officer

Adam Chahulski
AIA, NCARB, LEED AP
National Healthcare Practice
Leader | Senior Vice President

Michelle L. Trott
AIA, NCARB, ACHA,
Lean Six Sigma Green Belt
Vice President

Richard Henry III
P.E.
President



Specifications

The following specification sections have been modified, added, or removed as noted.

Volume 1

262200 LOW VOLTAGE TRANSFORMERS

Drawings

The following drawing sheets/views have been modified, added, or removed as noted.

Volume 1

- EP101 LEVEL 1 DEMOLITION PLAN - POWER & SYSTEMS
 RFI #15 - Now showing, what was found to be, panel 'LV' in the office. Renamed panel being demoed to 'P1B2' for clarification.
- EP201 LEVEL 1 PLAN - POWER & SYSTEMS
 RFI #15 - Redid circuits for new panel 'LVA' since it will be no longer part of the alternate and part of the base project.
 RFI #16 - Moved panels 'P-LAB' and 'M-LAB' to Soiled Linen H123 for easier feed routing.
 RFI #18 - Added Keynote 12.
- E503 PANEL SCHEDULES
 RFI #15 - Removed old base panel 'LV' schedule and updated 'LVA' to coordinate with what is now shown on EP201.
- E504 RISERS
 RFI #15 - Corrected demolition one-line per what was found on site during demolition, removed the alternate for panel, and changed where new panel 'LVA' is being fed from. Altered keynotes to coordinate with all changes.

All specifications and sheets noted in this document should be attached or appended to this summary. Please alert CPL to any discrepancies. It is the responsibility of the Contractor to ensure that they have received all noted revisions.

Board Report #25-55
November 19, 2025

October 10, 2025

Chris Ray
ERIE COUNTY COMMUNITY COLLEGE
2403 West 8th Street
Erie, PA 16505

RE: EC3 Health Lab
RFCO 003R2 – BIU Drawing Revisions (less the corridor doors)

Dear Chris:

Following the correction by Wilkins through Church & Murdock for the total dampers that were changed, please find the enclosed RFCO totaling \$55,634.55. This RFCO will be applied to the contract as a(n) **AIA change order**. This RFCO includes costs associated with the following work:

- This is for the changes from bid set to BIU Review set, including but not limited to the added dampers and fire alarm work. We pulled the corridor doors out of this because we need to get this ordered and released in a timely fashion. We are still putting together options requested by the owners for the corridor doors and do not want to hold off any longer on releasing items that have no options.

Please let us know if you have any questions.

Thank you,
Toni Warhola



Project Manager
Massaro Corporation

Cc: Steve Spaulding
Melanie Panutsos



Massaro

Massaro
1303 Lowell Ave
Erie, PA 16505

REQUEST FOR CHANGE ORDER #001

Erie County Community College	Attn: Chris Ray	Date:	10/10/25
		Project Name:	EC3 - Health Lab
		Massaro Project #	25-062
		Massaro Cost Code	99-001
		RFP-CCD-ASI-RFI	
	via e-mail	(Item Driving Change)	

DESCRIPTION OF WORK: Costs for changes made from original bid set to the BIU Revision Permit Drawings. See attached quotes.

<u>BASE WAGES + BENEFITS + WORKERS COMP</u>					
PROJECT MANAGER	0	HOURS	@	\$85.00	\$ -
PROJECT ENGINEER	0	HOURS	@	\$75.00	\$ -
SUPERINTENDENT	0	HOURS	@	\$84.58	\$ -
CARPENTER FOREMAN	0	HOURS	@	\$74.47	\$ -
CARPENTER	72	HOURS	@	\$71.24	\$ 5,129.28
LABORER	0	HOURS	@	\$66.30	\$ -
	0				\$ 5,129.28
<u>EQUIPMENT/ TOOLS</u>					
Double cut saw rental	1	HOURS	@	\$270.00	\$ 270.00
	0	EACH	@	\$0.00	\$ -
	0	MONTH	@	\$0.00	\$ -
					\$ 270.00
<u>UNIT PRICES</u>					
(if applicable)	0	DAYS	@	\$0.00	\$ -
	0	EACH	@	\$0.00	\$ -
	0	LS	@	\$0.00	\$ -
					\$ -
<u>MATERIAL</u>					
Mortar	2	SF	@	\$30.00	\$ 60.00
Lintel 4"x6"x40"	1	SF	@	\$250.00	\$ 250.00
Consumables	1	SF	@	\$200.00	\$ 200.00
					\$ 510.00
SALES TAX ON MATERIAL	\$510.00	@	6.00%		\$ 30.60
					\$ 540.60

SUBTOTAL "A" \$ 5,939.88

LABOR O & P	\$ 5,129.28	@	10%	\$ 512.93
MATERIAL O & P	\$ 540.60	@	5%	\$ 27.03
EQUIPMENT O & P	\$ 270.00	@	5%	\$ 13.50
SUBTOTAL "B"				\$ 6,493.34

SUBTOTAL "C" \$ 6,493.34
(Massaro Direct Costs : A + B)

<u>SUBCONTRACTORS</u>					
Church & Murdock - REVISED	1	LS	@	\$35,832.34	\$ 35,832.34
RABE - Mechanical - REVISED	1	LS	@	\$13,288.25	\$ 13,288.25
Solar Tint	1	LS	@	\$0.00	\$ - Owner Declined
Unified	1	LS	@	(\$4,230.00)	\$ (4,230.00)
		OHP			\$2,244.53
SUBTOTAL "D"					\$ 47,135.12
(Massaro Subcontractors Costs)					



Massaro

Massaro
1303 Lowell Ave
Erie, PA 16505

REQUEST FOR CHANGE ORDER #001

SUBTOTAL "E"				\$	53,628.46
<i>(Total Before Bond, Taxes, and Insurance : C + E)</i>					
INSURANCE	\$53,628.46	@	0.90%	\$	482.66
BOND	\$54,111.12	@	0.75%	\$	405.83
CM FEE	\$54,516.95	@	2.05%	\$	1,117.60
Total				\$	55,634.55
RFCO TOTAL				\$	55,634.55

- A. We have proceeded with this work pursuant to your direction
- B. We have completed this work per your verbal/written authorization
- C. We will proceed with this work only upon receipt of this signed authorization.
- D. We are requesting a Change Order for this PCO.

SCHEDULE IMPACT

A CONTRACT TIME EXTENSION OF _(0)_ WORK DAYS IS BEING REQUESTED DUE TO THE CHANGES BEING ADDED UNDER THIS CHANGE ORDER REQUEST.

OWNER or ARCHITECT

Massaro Corporation:

Signed _____
(Owner rep)
Toni Warhola
Signed _____
Toni Warhola, Project Manager

Date _____
Date 10/10/2025



October 10, 2025

Board Report #25-55
November 19, 2025

Massaro Corporation
1303 Lowell Avenue
Erie, PA 16505

Attn: Samuel Melaragno,

PROPOSAL NUMBER: 1010

Subject: Erie Community College - BIU Comments -Code Fire Alarm requirements

Mr. Melaragno,

Thank you for providing Church & Murdock Electric, Inc. with the opportunity to offer you a proposal for electrical contracting for the above-mentioned project. Please find enclosed our proposal to provide and install all material, labor, supervision, tools, and equipment necessary to provide complete electrical installation.

Scope of Work

The following is the electrical proposal for the additional fire alarm equipment and circuiting for the code required fire/smoke combination dampers. Attached please find the detailed cost breakdown and equipment quotation for your review and comments.

The total Electrical cost is \$35,832.34

All work will be performed on a first shift basis, Monday through Friday. No shift work included, overtime included, but no holidays are included.

Please return the signed original, with selected option, of this proposal, to our file. We thank you for this opportunity to provide these services. Should there be any questions, please contact this office.

Sincerely,
Church & Murdock Electric, Inc.

Larry Gilchrist
Vice president/Project Manager

Accepted by: _____
Customer

By: _____
Larry Gilchrist
Contractor

Date: _____

Church & Murdock Electric, Inc.

Printed Name
& Title

This proposal, when accepted, creates a binding purchase order.

CHANGE ORDER REQUEST FORM

DATE: 10/10/25		CHANGE ORDER DESCRIPTION: BIU COMMENTS for the Additional 11 fire alarm combinations smoke dampers
PROJECT: Erie Community College EC3 Health Lab		
CONTRACTOR: Church & Murdock Electric		CONTRACTOR COR NO.: 1

MATERIAL*

Description	Quantity (Q)	Unit of Measure (U)	Unit Cost (UC)	Total Cost (Q x UC)	Total Material Cost
3/4" CONDUIT - EMT	250	C	\$0.85	\$212.50	
3/4" CONDUIT - EMT - RED FIRE ALARM	350	C	\$0.97	\$339.50	
3/4" CONN COMP STL - EMT	82	C	\$2.95	\$241.90	
3/4" COUPLING COMP. STL - EMT	35	C	\$3.15	\$110.25	
3/4" 1-H STRAP - EMT - STEEL	216	C	\$0.48	\$103.68	
3/4" EMT 1-PC STRUT CLAMP	55	C	\$1.38	\$75.90	
1/2 OR 3/4" CONDUIT+BOX SUPPORT	10	C	\$3.78	\$37.80	
1/2" FLEX - STEEL	40	C	\$0.45	\$18.00	
1/2" CONN FLEX DC SQUEEZE STRAIGHT	11	C	\$0.38	\$4.18	
1/2" CONN FLEX DC SQUEEZE 90 DEG	11	C	\$0.59	\$6.49	
#14 THHN BLACK	2500	M	\$0.15	\$375.00	
#16- 1P TWISTED CABLE	790	M	\$0.22	\$173.80	
WIRE CONN YEL	50	C	\$0.14	\$7.00	
WIRE CONN RED	25	C	\$0.18	\$4.50	
4x 1 1/2" SQ BOX COMB KO	25	EA	\$2.00	\$50.00	
4" SQ BLANK COVER	25	EA	\$1.00	\$25.00	
#10 TO #12x 1 PLAS ANCHOR (1/4)	216	C	\$0.09	\$19.44	
1/4-20x 1 HEX HEAD BOLT - PLTD STL	10	C	\$0.06	\$0.60	
#8x 3/8 P/H SELF-TAP SCREW	216	C	\$0.07	\$15.12	
#10x 3/4 P/H SELF-TAP SCREW	72	C	\$0.09	\$6.48	
#8x 1/2 WAFER HEAD SELF-TAP STUD SCREW - 12G	73	C	\$0.24	\$17.52	
F/A DETECTOR - PHOTOELECTRIC DUCT	11	0		\$0.00	
F/A DUCT DETECTOR SAMPLING TUBE - 2' TO 4' WIDTH	11	0		\$0.00	
ELECTRICAL PERMIT	1	EA	\$25.00	\$25.00	
(A) TOTAL MATERIAL COST					\$1,869.66

SHOP LABOR *

Trade	No. of Workers	Total Hours (H)	Total Rate w/Fringes (HR)	Total Cost (H x HR)	Total Shop Labor
				\$0.00	
(B) TOTAL SHOP LABOR					\$0.00
(C) SUBTOTAL MAT & SHOP LABOR (A+B)					\$1,869.66
(D) 5% OH & PROFIT (C x 5%)					\$93.48
(E) SUBTOTAL W/OH & PROFIT (C + D)					\$1,963.14

LABOR *

Trade	No. of Workers	Total Hours (H)	Total Rate w/Fringes (HR)	Total Cost (H x HR)	Total Labor Cost
FOREMAN	1	30.00	\$97.50	\$2,925.00	
JOURNEYMAN	1	60.00	\$92.00	\$5,520.00	
APPRENTICE	1	60.00	\$60.50	\$7,502.00	
(F) SUBTOTAL LABOR					\$15,947.00
(G) 10% O & P (F x 10%)					\$1,594.70
(H) SUBTOTAL W/OH & PROFIT (F + G)					\$17,541.70

EQUIPMENT AND TOOLS *

Equipment	Quantity (Q)	Total Hours (HR)	Rental Rate (R)	Total Cost (HR x R)	Total Equip. Cost
				\$0.00	
			Delivery Charge (If Applies)		
(I) SUBTOTAL EQUIPMENT COSTS					\$0.00
(J) OH & PROFIT (I x 10%)					\$0.00
(K) SUBTOTAL W/OH & PROFIT (I & J)					\$0.00

SUBCONTRACTORS **

Company	Type of Work Provided	Total Cost**	Total SC Cost **
WILKINS SECURITY	Fire alarm equipment, programming and startup	\$15,550.00	
(L) SUBCONTRACTED SUBTOTAL		\$15,550.00	
(M) BONDS		\$0.00	
(N) INSURANCE		\$0.00	
(O) TAXES OTHER THAN SALES (IF ANY)		\$0.00	
(P) 5% OH. & PROFIT (ON SUBTOTAL)		\$777.50	
(Q) TOTAL SUBCONTRTS, BONDS, INS, TAXES (L+M+N +O+P)			\$16,327.50

SUMMARY

TOTAL MATERIAL & SHOP LABOR (E)		\$1,963.14
TOTAL LABOR (H)		\$17,541.70
TOTAL EQUIPMENT (K)		\$0.00
TOTAL SUBCONTRACTS, BONDS, INS & TAXES (Q)		\$16,327.50
† LESS DEDUCTS (Detail Separately Using Same Format) (R)		\$0.00
TOTAL PROPOSAL (E+H+K+Q-R):		\$35,832.34

† TYPE IN A NEGATIVE NUMBER.	Church and Murdock Electric
* INSERT EXTRA LINES, IF NEEDED.	Contractor's Name (Print or Type)
** THIS FORM TO BE PROVIDED BY ALL SUBCONTRACTORS.	<i>Lawrence Gilchrist</i>
	Contractor's Signature

THE WILKINS CO., INC.

P.O. BOX 8770
 ERIE, PA 16505
 Phone: 8148336376

PROPOSAL / CONTRACT

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Bill To:

CHURCH AND MURDOCK ELECTRIC, INC
 P.O. BOX 10908
 ERIE, PA 16514-0908

Install Location:

ERIE COUNTY COMMUNITY COLLEGE
 2403 WEST 8TH STREET
 ERIE, PA 16505

Contract Details**CONDITIONS OF SALE****1. General.**

- 1.1 Supplier means The Wilkins Company Inc. Buyer means the entity or person identified on this Agreement.
- 1.2 All of Supplier's sales of equipment, materials and services (collectively, "Goods and Services") are subject to these terms and conditions. Acceptance of or payment for any such Goods and Services shall be deemed to be Buyer's assent to these terms and conditions and no other terms or conditions, whether they are additional to, different from or conflicting with these terms and conditions. These terms and conditions shall serve as notification of Supplier's objection to all other terms or conditions whether set forth in any purchase order or other communication from Buyer or any other entity or person.
- 1.3 No modification, amendment, rescission, discharge, abandonment or waiver of any of these terms and conditions shall be binding upon Supplier unless set forth in writing and signed by Supplier's authorized representative.
- 1.4 These terms supersede and control any course of dealing or usage of trade.

2. Drawings, Designs & Specifications.

2.1 Buyer and its engineer, architect or other representative must approve all drawings, designs and specifications and Supplier is relieved from all responsibility or liability for any errors, omissions and defects contained therein. Any specification, description, illustration, design or diagram set forth in Supplier's materials or prepared by Supplier shall not bind Supplier. Supplier may alter its drawings, designs and specifications at any time, at Supplier's sole and absolute discretion. Supplier's drawings, diagrams, designs and specifications are Supplier's exclusive property which may not be used, copied, reproduced, transmitted or communicated to any person or entity without Supplier's written consent.

3. Termination of Quotations.

3.1 Supplier's quotations shall automatically terminate unless Supplier receives an effective written acceptance of such quotation from Buyer no later than the close of Supplier's business on the twentieth (20th) business day after the date of the quotation; provided, however, that Supplier may (a) revoke any quotation prior to such time; or (b) extend the time in which any quotation may be accepted. Extensions must be in writing and signed by Supplier's authorized representative.

4. Prices and Payment.

- 4.1 Unless otherwise agreed upon in a writing signed by Supplier and Buyer, the purchase price for any Good or Service shall be Supplier's price in effect for such item at the time of delivery; and (b) the purchase price for any specially ordered item shall be determined by Supplier in its sole and absolute discretion.
- 4.2 Buyer shall pay Supplier the full purchase price in cash when due, without any set-off or reduction whatsoever. Buyer's right to possess the Goods shall be dependent on Supplier's actual receipt of cash payment whether as the result of the full clearance of any negotiable instrument or otherwise. The purchase price does not include any applicable taxes, all of which Buyer shall pay.
- 4.3 A finance charge of one and one-half (1-1/2%) percent per month (eighteen (18%) percent per year) will apply to all obligations not paid pursuant to these terms and conditions. Buyer shall pay Supplier an administrative late fee of five (5%) percent of any payment due that is not received by Supplier when due.

5. Delivery Times and Quantities.

- 5.1 Delivery times in any communication are estimated times. Supplier shall not be liable for any delay in the delivery of Goods and Services for any reason including, without limitation, any delays caused by Supplier's failure to receive written instructions to proceed or any necessary information, drawings, materials or tools or any force majeure, labor difficulties, strikes or work stoppages, riots, lockouts, fire, accidents, acts of God, acts of war, governmental regulation, shortages or the unavailability of materials or labor or other circumstance beyond Supplier's control. If any such delays arise, the estimated delivery time shall be extended accordingly. Any delay shall not give Buyer the right to cancel any order or to terminate this Agreement.
- 5.2 Any delays or suspension of work caused by Buyer's amendments, additions, deletions or alterations shall be charged to Buyer and the price for the Goods and Services shall be increased by Supplier. Supplier shall not be liable for any delay in delivering the Goods and Services under

THE WILKINS CO., INC.
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such circumstances.

6. Shipment and Delivery.

- 6.1 Unless otherwise specified herein, all shipments are made F.O.B. Supplier's loading dock at which point title to the goods and all risk of loss shall pass to Buyer. Buyer shall pay all costs of storage.
- 6.2 Any claim for shortages, errors, non-conforming Goods and Services or defective Goods and Services must be made in writing within three (3) business days of Buyer's receipt of such Goods and Services otherwise all such claims are deemed to be waived by Buyer.

7. Security Interest; Events of Default; Supplier's Remedies.

- 7.1 Buyer grants Supplier a security interest in the Goods securing the payment of the purchase price. Buyer shall execute financing statements or any other documents as Supplier may request from time to time to perfect Supplier's security interest.
- 7.2 If Buyer (a) makes an assignment for the benefit of creditors; or (b) a voluntary or involuntary petition or other action in bankruptcy or for reorganization or under any other insolvency law shall be filed by or against Buyer; or (c) Buyer is unable or shall admit its inability to pay its debts; or (d) a trustee, receiver or liquidator is appointed for Buyer (whether voluntary or involuntary), then Supplier may, without incurring liability or providing notice, immediately (i) terminate work on any orders and/or (ii) cancel any unfilled orders or any portion thereof and/or (iii) refuse to deliver any Goods and Services and/or (iv) stop delivery of Goods in transit; and/or (v) require full or partial payment in cash in advance for any Goods and Services; and/or (vi) immediately reclaim the Goods to the fullest extent permitted by law, all at Supplier's sole and absolute discretion.
- 7.3 Supplier may require current financial statements from Buyer at any time for the purpose of determining Buyer's financial responsibility and may refuse to deliver Goods and Services if Supplier has a good-faith belief that the prospect of receiving payment from Buyer may be impaired. Where Supplier discovers that Buyer is insolvent, Supplier may reclaim any Goods sold to Buyer on credit to the fullest extent permitted by law.
- 7.4 In addition to the foregoing, Supplier shall have all remedies afforded at law or in equity.

8. Limited Warranty.

- 8.1 Supplier makes no express warranties in connection with the Goods and Services. Buyer shall only be entitled to any manufacturer's warranty rights that Supplier is able to assign to Buyer; provided, that any such assignment shall be deemed to be made upon the execution of this Agreement by the parties. **THERE ARE NO OTHER WARRANTIES, EXPRESS OR IMPLIED, WHICH EXTEND BEYOND THE DESCRIPTION OF THE GOODS IN THE QUOTATION INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE AND ALL WARRANTIES ARISING FROM A COURSE OF DEALING OR USAGE ARE SPECIFICALLY EXCLUDED.**
- 8.2 No employee or representative of Supplier is authorized to change this warranty section in any way or grant any other warranty.

9. Supplier's Limitation of Liability; Buyer's Indemnity.

- 9.1 **SUPPLIER SHALL HAVE NO LIABILITY TO ANY ENTITY OR PERSON FOR ANY GENERAL, DIRECT, SPECIAL, EXEMPLARY, PUNITIVE, INCIDENTAL OR CONSEQUENTIAL DAMAGES.**
- 9.2 **BUYER SHALL OBTAIN AND MAINTAIN AT ALL TIMES HEREAFTER INSURANCE COVERING ALL LOSS, DAMAGE AND EXPENSE THAT MAY ARISE OUT OF OR RESULT FROM ANY PERSONAL INJURY (INCLUDING DEATH) OR DAMAGE TO PROPERTY (REAL OR PERSONAL). ANY RECOVERY BY BUYER OR ANY ENTITY OR PERSON NOT A PARTY TO ANY AGREEMENT BETWEEN BUYER AND SUPPLIER FOR ANY SUCH LOSS, DAMAGE AND EXPENSE SHALL BE LIMITED TO A RECOVERY, IF ANY, OF INSURANCE PROCEEDS ONLY.**
- 9.3 **BUYER, ON BUYER'S BEHALF AND ON BEHALF OF ALL OTHER PERSONS OR ENTITIES THAT COULD CLAIM BY, THROUGH OR UNDER BUYER, EXPRESSLY AGREES THAT SUPPLIER AND EACH OF SUPPLIER'S AGENTS, SERVANTS, OFFICERS, DIRECTORS, OWNERS, MANAGERS, EMPLOYEES, SUPPLIERS AND SUBCONTRACTORS (COLLECTIVELY, THE "SUPPLIER RELEASEES") SHALL BE AND HEREBY ARE RELEASED OF AND FROM ANY AND ALL LIABILITY FOR ANY LOSS, DAMAGE AND EXPENSE THAT MAY ARISE OUT OF OR RESULT FROM ANY PERSONAL INJURY (INCLUDING DEATH) OR DAMAGE TO PROPERTY (REAL OR PERSONAL) INCLUDING, WITHOUT LIMITATION, A WAIVER OF THE RIGHT OF ANY INSURANCE OR BONDING COMPANY TO SEEK RECOVERY OF ANY SUCH LOSS, DAMAGE OR EXPENSE WHETHER BY WAY OF SUBROGATION OR OTHERWISE.**
- 9.4 **NOTWITHSTANDING THE FOREGOING, SHOULD ANY LIABILITY ARISE ON THE PART OF ANY OF THE SUPPLIER RELEASEES FOR PERSONAL INJURY (INCLUDING DEATH) OR DAMAGE TO PROPERTY (REAL OR PERSONAL) IN CONNECTION WITH, ARISING OUT OF OR FROM, OR RESULTING FROM (I) THIS AGREEMENT; (II) THE FAILURE OR FAULTY OPERATION OF THE GOODS; (III) THE ACTIVE OR PASSIVE, SOLE, JOINT OR SEVERAL NEGLIGENCE OF ANY OF THE SUPPLIER RELEASEES INCLUDING, WITHOUT LIMITATION,**

THE WILKINS CO., INC.
P.O. BOX 8770
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Install Location:

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2403 WEST 8TH STREET
ERIE, PA 16505

ACTS, ERRORS OR OMISSIONS THAT OCCUR PRIOR TO, CONTEMPORANEOUSLY WITH OR SUBSEQUENT TO THE DATE OF THIS AGREEMENT; AND (IV) ANY CLAIM(S) BROUGHT IN PRODUCT OR STRICT LIABILITY AND/OR BREACH OF WARRANTY, EXPRESS OR IMPLIED, AND/OR BREACH OF CONTRACT, EXPRESS OR IMPLIED, AND/OR FOR CONTRIBUTION OR INDEMNIFICATION, WHETHER IN CONTRACT, TORT OR EQUITY, INCLUDING, WITHOUT LIMITATION, ANY GENERAL, DIRECT, SPECIAL, INCIDENTAL, PUNITIVE, STATUTORY AND/OR CONSEQUENTIAL DAMAGES, IRRESPECTIVE OF CAUSE, SUCH LIABILITY FOR ANY AND ALL OF THE SUPPLIER RELEASEES SHALL BE LIMITED TO THE MAXIMUM SUM OF TEN PERCENT (10%) OF THE AMOUNT ACTUALLY PAID FOR THE GOODS AND SERVICES OR \$1,000, WHICHEVER IS LESS, AND THIS LIABILITY SHALL BE SOLE AND EXCLUSIVE.

9.5 Buyer shall indemnify, defend and hold harmless each of the Supplier Releasees from and against any and all claims, demands, suits, causes of action, liabilities, damages, losses and expenses of any kind or nature whatsoever, including, without limitation, actual attorneys' fees, asserted against or incurred by any of the Supplier Releasees (without any condition or obligation that any of the Supplier Releasees first pay) or due to any entity or person not a party to this Agreement including, without limitation, any insurance or bonding company or employee of Buyer (notwithstanding any protections otherwise afforded Buyer under any workers compensation or similar act, law, rule or regulation) that is in connection with, arises out of or from or results from (i) this Agreement, (ii) the failure or faulty operation of the Goods, (iii) the active or passive sole, joint or several negligence of any of the Supplier Releasees, and (iv) the breach of this Agreement, breach of warranty, express or implied, product or strict liability and/or any claim for infringement of any patent, copyright or trademark or any other claim involving any alleged violation of any intellectual property right or unfair competition and/or any claim for contribution of indemnification, whether in contract, tort or equity; provided, that Supplier shall have the right, but not obligation, to designate its attorneys to control the investigation, defense and settlement of any claim or suit against it.

10. Cancellation, Termination and Returns.

- 10.1 Buyer may not terminate this Agreement or cancel any order related to this Agreement.
- 10.2 Supplier may suspend performance and terminate this Agreement, without liability, at the convenience of Supplier on ten (10) days prior written notice to Buyer.
- 10.3 Buyer must request and receive a return of Goods authorization from Supplier prior to returning any Goods. Buyer must pay a charge for any such returns to cover Supplier's costs of administration, testing and restocking. The decision to accept or reject a return shall be in Supplier's sole and absolute discretion. Buyer shall promptly reimburse Supplier for any of Supplier's losses incurred as a result of any such return.

11. Inspection and Test.

11.1 Buyer must give Supplier reasonable prior written notice of any need for testing of Goods. All testing (and any work required to be done by supplier in connection with the installation or commissioning of the Goods) shall be at Buyer's sole cost and expense.

12. Miscellaneous.

- 12.1 Should any provision hereof (or any portion thereof), or its application to any circumstances, be held illegal, invalid or unenforceable to any extent, the validity and enforceability of the remainder of the provisions of this agreement, shall not be effected thereby and shall remain in full force and effect as valid, binding and continuing.
- 12.2 These terms and conditions shall be governed by and construed according to the laws of the State of Pennsylvania without reference to its choice of law principals or any rule of contract construction which requires any ambiguity to be construed against the drafter.
- 12.3 The sole proper venue and jurisdiction for all disputes or controversies arising out of or related in any way to this Agreement shall be the state courts of the county of Supplier's home office or the courts of the United States for the county of Supplier's home office.
- 12.4 All claims, actions or proceedings, legal or equitable, against Supplier must be commenced within one (1) year after the cause of action has accrued or the act, omission or event occurred from which the claim, action or proceeding arises, which ever is earlier, without judicial extension of time.
- 12.5 These terms and conditions contain the entire agreement between Supplier and Buyer with respect to the transactions described in this Agreement and supersede all prior or current negotiations, commitments, contracts, express or implied, warranties express or implied, statements and representations, whether written or oral, pertaining thereto, all of which have been merged into these terms and conditions. Neither Buyer nor Supplier has any authority to make or claim any representation, term, promise, condition, statement, warranty or inducement which is not expressed herein.

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PROPOSAL / CONTRACT

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P.O. BOX 10908
ERIE, PA 16514-0908

Install Location:

ERIE COUNTY COMMUNITY COLLEGE
2403 WEST 8TH STREET
ERIE, PA 16505

Qty Description

Labor for supervision of installation, programming, final check out, and test.

Estimate for Addendum #5 / Bulletin 2 Revision of Fire/Smoke Dampers.

This estimate is based on the 11 Fire/Smoke Dampers on the Bulletin 2 drawings. This Bulletin covers M201B & M201C. Originally there were 23 dampers on these drawings.

The below drawings have additional Fire/Smoke Dampers.
M201D - 7 Smoke/Fire Dampers
M203B - 2 Smoke/Fire Dampers
M203C - 2 Smoke/Fire Dampers
Add \$7,942.00 additional cost to cover these dampers if required.

Note: This estimate does not include the cost of PE stamped fire alarm drawings and BIU review if required.

- 11 Optica intelligent duct smoke detector, Edwards
- 8 Duct Detector Accessory, 18" Sampling Tube
- 1 Duct Detector Accessory, 24" Sampling Tube
- 2 Duct Detector Accessory, 42" Sampling Tube
- 11 Remote Alarm LED, use with Standard Base & SIGA-SD only
- 11 Instrument Test Port
- 1 PRINTS AND DRAWINGS REVISION

Subtotal:	\$15,550.00
Sales Tax:	\$0.00
Change Order Total:	\$15,550.00
Retainage held until job completion:	\$0.00

Representative Signature

Date

Customer Signature

Date



September 18, 2025

Massaro Corporation
120 Delta Drive
Pittsburgh, Pennsylvania 15238

Attn: Toni Warhola - Project Manager

RE: Subcontract No. 25-062-02 EC3 Health Lab Renovations
Bulletin 2
Change Order Request #1 - Revision 1 changes to smoke dampers

Toni,

Following this page, please find the breakdown of additional labor and material related to the changes made to our scope in Bulletin 2 dated 9/9/25.

In this change to our scope, (11) Smoke dampers were added to the plan, and each will require a duct access door as well.

This change order captures labor to furnish and install the added dampers and duct access doors. It also provides labor for Rabe to provide lay out only of the new holes in the partition wall. Any labor to create the openings or provide lintels if required is NOT captured in this change order request. Power wiring or fire alarm wiring of the dampers is not included, as the site EC will have to provide that work.

Please issue a Change Order in the amount of \$ 13,288.25 in order to proceed with this change.

Regards,

Douglass A. Wilson

Project Manager
Rabe Environmental Systems, LLC



Pittsburgh Air Systems
208 Bilmar Drive
Pittsburgh, PA 15205
Phone: 412-539-1234 Fax: 412-539-1245
www.pittsburghairsystems.com

QUOTATION
Revised

To: RABE ENVIRONMENTAL - Doug Wilson

Project: EC3 West Campus
Location: Erie, PA 16505
Bid Date: 09/17/2025 Plan Date: 09/09/2025 Addendum: 2-5
Project: 51795 Plan #:
Engineer: H F LENZ CO Proposal: 037350 Revision: 05

**Important Notice: All Quotations are valid for 15 days from the issue date. Thereafter, we reserve the right to revise the quotation based on current market conditions, including tariffs and supply chain uncertainties.*

BULLETIN 02

Greenheck Dampers

- 7 Model SMD-301 Fabricated Airfoil Smoke Dampers:
Double skin galvanized steel airfoil blades, galvanized frame, Class I leakage rating, silicone blade edge seals, stainless steel jamb seals, damper rated for 250°F, stainless steel bearings, 120 volt-two position electric actuator mounted in NEMA-1 enclosure on external side plate w/OCI blade position indicator
- 4 Model SMDR-301 True Round Smoke Dampers:
Double skin galvanized steel blades, galvanized frame, Class I leakage rating, silicone blade edge seals, damper rated for 250°F, stainless steel bearings, 120 volt-two position electric actuator mounted in NEMA-1 enclosure mounted on an external sideplate w/OCI blade position indicator

Total Price, FOB Factory, Full Freight Allowed \$ 6,975.00

Greenheck GRDs, Fire Dampers

- 10 Model CDP Architectural Plaque Diffuser:
Painted Steel construction, round neck, lay-in frame, standard white finish
Tag: SDC-4
- 6 Model RG Fixed Blade Single Deflection Return Grilles:
Painted Steel Construction, 45° louvered face, standard white finish.
Tag: RGC

(QUOTED w/ ADDS)

Greenheck VAVs

- 3 Model XG-TH VAV Box:
DDC by others-field installed by others, controls enclosure, electric reheat coil, center averaging flow sensor, 1" dual density fiberglass insulation, discharge attenuator, SCR control, door interlocking disconnect switch
Tag: VAV-13, 14 & 15

*****NOTE: DDC controls by others. Exclude furnishing and/or installing controls on the VAV boxes.**



UD&H Pittsburgh
Formerly A.G. Mauro
310 Alpha Drive
Pittsburgh, PA 15238

Date: August 12, 2025	Proposal: PITT25-0267 (R5)
To: Massaro Corporation 120 Delta Drive Pittsburgh, PA 15238	Project Name: EC3 Health Lab Renovations 2403 W 8 th Street Erie, PA 16505
Attn: Toni Warhola, Kelsey Swantek	

Thank you for providing the Unified Door and Hardware Group with this opportunity to rebid our proposal for the EC3 Health Lab Renovations project.

We propose furnishing and delivering doors, frames, and finish hardware as outlined below. The values presented here are based on our material scope, our qualifications, and our exclusions as expressly outlined within the body of this proposal. Should you feel we have omitted or included items in our scope incorrectly please contact us as soon as possible.

Material Furnished and Delivered	
Material Price (Less Tax)	\$120,515.00
6% PA Sales Tax	<u>\$7,230.90</u>
Material Total w/Tax (Less Bond)	<u>\$127,745.90</u>

Included in the above cost are the following tariffs and tariff surcharges, which are known to us as of today, 8/12/2025. Taxes should be adjusted accordingly. **Please be aware that the tariff charges are highly volatile and are subject to change without notice.**

Material	Tariff Surcharge (Less Tax)
Hollow Metal Doors & Frames	\$0
Arch Flush Wood Doors	\$0
Arch Finish Hardware	\$5,235

In the event of any tariffs, duties, or import taxes imposed during or increased after the execution of this Agreement that result in additional costs for materials, equipment, or services related to the construction project, such tariffs shall not be considered part of the contract scope. Unified costs arising from these tariffs, and any such tariffs are excluded from the contract price.

Securing and protecting people and properties to provide a safer tomorrow.



UD&H Pittsburgh
Formerly A.G. Mauro
Proposal: PITT25-0267 (R5)

SPECIFICATION SECTION: 081113 HOLLOW METAL DOORS AND FRAMES

Hollow Metal Frames:		
Hollow Metal Frame Construction – <input checked="" type="checkbox"/> Welded / <input checked="" type="checkbox"/> Knock Down		
Knocked-Down Single 3-Sided	19	Each
Knocked-Down Pair 3-Sided	5	Each
Welded Single 3-Sided	9	Each
Welded Pair 3-Sided	2	Each
Borrowed Lites	2	Each
Specials / Sidelites	3	Each
Total Hollow Metal Frame Count		37 Each
Hollow Metal Doors:		
Single Openings	0	Each
Pair Openings (2-leafs per opening)	2	Pair(s)
Total Hollow Metal Door Leaf Count		4 Each

SPECIFICATION SECTION: 081416 FLUSH ARCHITECTURAL WOOD DOORS

Architectural Wood Doors:					
Single Openings	36	Each			
Pair Openings (2-leafs per opening)	14	Pair(s)			
Total Architectural Wood Door Leaf Count		64	Each		
<u>SPECIES</u>	<u>GRADE</u>	<u>CUT</u>	<u>MATCH</u>	<u>FINISH</u>	
White Birch	Custom "A"	Plain Sliced	Slip and Running	Honey	

SPECIFICATION SECTION: 080671 FINISH HARDWARE

Architectural Hardware:	
• Quantity of Sets Assigned to Hollow Metal & Architectural Wood Doors	52 Sets
• Quantity of Sets Assigned to Storefront Aluminum Framed Openings	3 Sets
<input checked="" type="checkbox"/> Some hardware included – Refer to Exclusion #1 <input type="checkbox"/> Cylinders only <input type="checkbox"/> All Hardware by Others	

ADDITIONAL SCOPE ITEMS

Other Material:

Securing and protecting people and properties to provide a safer tomorrow.



UD&H Pittsburgh
Formerly A.G. Mauro
Proposal: PITT25-0267 (R5)

ALTERNATES

Unified Alternate Deduct #1: Deduct is to include all changes made in the revised BIU drawing set, dated 6-14-25. Deduct includes fully detailed stairwell door openings with Aluminum side light frames (previously Hollow Metal).

Material Furnished and Delivered	
Add #1 Price (Less Tax)	\$4,230.00
6% PA Sales Tax	\$253.80
Deduct #1 Total w/Tax (Less Bond)	<u>\$4,483.80</u>

Unified Alternate Add #2: Add is to include 3 extra wood door openings per revised door schedule issued in Addendum #5.

Material Furnished and Delivered	
Add #1 Price (Less Tax)	\$7,015.00
6% PA Sales Tax	\$420.90
Add #2 Total w/Tax (Less Bond)	<u>\$7,435.90</u>

Unified Alternate Add #3: Add is to include Priority A Quick-Ship option for all hollow metal frames, improving lead times to 3-4 weeks after approval of shop drawings.

Material Furnished and Delivered	
Add #1 Price (Less Tax)	\$5,200.00
6% PA Sales Tax	\$312.00
Add #3 Total w/Tax (Less Bond)	<u>\$5,512.00</u>

Unified Alternate Add #4: Add is to switch over all wood doors to USA Wood Doors as the manufacturer, improving lead times to 6-8 weeks after final approved submittals.

Material Furnished and Delivered	
Add #2 Price (Less Tax)	\$11,760.00
6% PA Sales Tax	\$705.60
Add #4 Total w/Tax (Less Bond)	<u>\$12,465.60</u>

OUR PROJECT SPECIFIC QUALIFICATIONS

1. We have seen Addendums #1 through #5, as well as prints dated 6-27-25. Base bid price is based on our R2 quote dated 7-3-25, which only includes all scope material up through Addendum #4.
2. We have not had a site visit.
3. We have not seen Specification Section 087100. We include only hardware shown on the hardware sets in Specifications Section 080671.
4. We include all Wood Doors with White Birch veneer per the specifications.
5. We include all Wood Doors with "Honey" color per the finish schedule on drawing I000.

Securing and protecting people and properties to provide a safer tomorrow.



UD&H Pittsburgh
Formerly A.G. Mauro
Proposal: PITT25-0267 (R5)

- 6. We include all Borrowed Light and Side Light frames as provided by the Hollow Metal Door and Frame manufacturer.
- 7. We include all Borrowed Light and Side Light frames with Full-Profile welds due to manufacturing limitations.
- 8. We include all Lite Kits for Wood Doors as provided by the Wood Door manufacturer.

OUR PROJECT SPECIFIC EXCLUSIONS

- 1. Hardware for all Aluminum door openings, with the exception of opening 116.

OUR STANDARD QUALIFICATIONS

- 1. LEED Requirements, if applicable and specified in the appropriate specification sections, are included according to the specified manufactures' capabilities. Therefore, compliance with the specified LEED requirements may be limited by the products specified.
- 2. The warranty of material shall be limited to the warranty extended to Unified Door & Hardware Group by its suppliers. All warranties are the maximum allowed by each manufacturer. No other warranties expressed or implied shall supersede those as set forth by the manufacturers.

OUR STANDARD EXCLUSIONS

- 1. Material installation and installation supervision.
- 2. Glass and glazing unless specifically stated otherwise herein.
- 3. Aluminum Storefront, Herculite, and Demountable Partition doors and frames.
- 4. Asphalt Emulsion, Bituminous Coating, and Insulation.
- 5. Auto Operators and accessories.
- 6. Coordination with existing conditions.
- 7. Business and Operations (B&O) Sales Tax.
- 8. Retention.

PROJECT EXECUTION AND LOGISTICS

This proposal is predicated on material being shipped by 12/17/2025. It is our understanding that this date is in accordance with the project's construction schedule at the time of this writing.

MATERIAL LEAD TIMES:

Shop drawings	3 to 4 weeks
Finish hardware:	6 to 8 Weeks
Hollow metal doors & frames:	6 to 8 Weeks*
Wood doors:	14 to 16 Weeks**

Allow one additional week for order entry after we are in receipt of approved submittals with no unanswered questions. Add one additional week for transportation of materials once manufactured. Unified is not responsible for manufacturing and other delays beyond our control.

**Improves to 3-4 weeks when Unified Add #3 is accepted.*

***Improves to 6-8 weeks if Unified Add #4 is accepted.*

Securing and protecting people and properties to provide a safer tomorrow.



UD&H Pittsburgh
Formerly A.G. Mauro
Proposal: PITT25-0267 (R5)

PROJECT DELIVERY PROFILE

The following denotes the number of deliveries included in the base proposal price.

Product	Size/Type of Truck	Qty of Truck Loads	Floors Per Truck Load	Approximate Full Truck Load Quantities
HM Welded Frames	26' Box	TBD	Per Phase	Per Phase
HM KD Frames	26' Box	TBD	Per Phase	Per Phase
HM Doors	26' Box	TBD	Per Phase	Per Phase
Arch. Wood Doors	26' Box	TBD	Per Phase	Per Phase
Finish Hardware	26' Box	TBD	Per Phase	Per Phase

1. This proposal's value is predicated on delivering the above quantities with the truck size and type listed. If the truck size(s) listed above are not compatible with any project site restrictions, please notify us and we will adjust this proposal accordingly.
2. All deliveries are tailgate delivery, no liftgate service is provided.
3. **Wood doors will ship direct from the manufacturer to the project site.**
4. All deliveries will be made during normal working hours (M-F 7:30AM – 3:30PM). No after hour or weekend deliveries provided in base scope.
5. No flagman or traffic control provided for deliveries. This is to be provided by others, if necessary.

TERMS OF OFFER

1. **Proposal cost is held for delivery through 12/31/2025. After this date, all material will need to be quoted through our manufacturers.**
2. For clients in good standing, payment terms are Net 30 days from delivery.
3. This offer supposes payment terms without retainage or holdback on material billings. All material invoices are to be paid in full.
4. This is a lump-sum proposal; the products in this proposal may not be purchased separately.
5. This proposal reflects current published and custom-configured pricing based on the ship dates outlined in the Project Execution section of this offer. **In the event of any tariffs, duties, or import taxes imposed during or increased after the execution of this Agreement that result in additional costs for materials, equipment, or services related to the construction project, such tariffs shall not be considered part of the contract scope. Unified costs arising from these tariffs, and any such tariffs are excluded from the contract price.**
6. All "alternate" values presented in this proposal are based on client acceptance before our "notice to proceed". Once UDHG has proceeded with work all "alternate" values are null and void and will be updated as needed to reflect current costs.
7. Stored Material has not been calculated as part of the value of this proposal. If UDHG is required to store material, project progress payments must be made for any materials stored in a secure off-site location (including a UDHG warehouse). Progress payments must include additional compensation for storage expenses such as insurance, handling, etc. UDHG will provide additional documentation as required.

Securing and protecting people and properties to provide a safer tomorrow.



UD&H Pittsburgh
Formerly A.G. Mauro
Proposal: PITT25-0267 (R5)

8. Once a project schedule has been agreed upon, it is the responsibility of the purchaser to provide any schedule updates as soon as possible.
9. This is a material-only proposal, if accepted, UDHG will anticipate receipt of a Purchase Order agreement for the value of this proposal, plus any applicable taxes.
10. As a material supply-only vendor, UDHG will not accept liquidated or consequential damages.
11. As a material supply with an on-site labor proposal, if accepted, UDHG will anticipate a Purchase Order for the material supply value and a subcontract agreement for the labor value of the project. All values should include any applicable taxes.
12. **Engineering and mobilization will be invoiced upon completion of the project submittal package.**

Thank you for the opportunity to submit this proposal. We will do everything we can to ensure a successful project. If you have any questions, please reach out to me directly.

Sincerely,

A handwritten signature in blue ink, appearing to read "Joshua Nery".

Joshua Nery
Estimating/Contract Sales
(412)235-3502 (x38729)
jnery@udhgroup.com

October 9, 2025

Chris Ray
ERIE COUNTY COMMUNITY COLLEGE
2403 West 8th Street
Erie, PA 16505

RE: EC3 Health Lab
RFCO 005R1 – Bulletin 01

Dear Chris:

Please find the enclosed RFCO totaling **\$65,138.56**. This RFCO will be applied to the contract as a(n) **AIA change order**. This RFCO includes costs associated with the following work:

- Bulletin 01

Please let us know if you have any questions.

Thank you,
Toni Warhola



Project Manager
Massaro Corporation

Cc: Steve Spaulding
Melanie Panutsos



Massaro
1303 Lowell Ave
Erie, PA 16505

REQUEST FOR CHANGE ORDER #005R1

Erie County Community College	Attn: Chris Ray	Date:	10/9/25
		Project Name:	EC3 - Health Lab
		Massaro Project #	25-062
		Massaro Cost Code	99-006
		RFP-CCD-ASI-RFI	
	via e-mail	(Item Driving Change)	

DESCRIPTION OF WORK: Bulletin 1

<u>BASE WAGES + BENEFITS + WORKERS COMP</u>					
PROJECT MANAGER	0	HOURS	@	\$85.00	\$ -
PROJECT ENGINEER	0	HOURS	@	\$75.00	\$ -
SUPERINTENDENT	0	HOURS	@	\$84.58	\$ -
CARPENTER FOREMAN	0	HOURS	@	\$74.47	\$ -
CARPENTER	0	HOURS	@	\$71.24	\$ -
LABORER	0	HOURS	@	\$66.30	\$ -
	0				\$ -
<u>EQUIPMENT/ TOOLS</u>					
	0	HOURS	@	\$0.00	\$ -
	0	EACH	@	\$0.00	\$ -
	0	MONTH	@	\$0.00	\$ -
<u>UNIT PRICES</u>					
(if applicable)	0	DAYS	@	\$0.00	\$ -
	0	EACH	@	\$0.00	\$ -
	0	LS	@	\$0.00	\$ -
<u>MATERIAL</u>					
Consumables	0	SF	@	\$0.00	\$ -
	0	SF	@	\$0.00	\$ -
SALES TAX ON MATERIAL \$0.00 @ 6.00% \$ -					

SUBTOTAL "A" \$ -

LABOR O & P	\$ -	@	10%	\$ -
MATERIAL O & P	\$ -	@	5%	\$ -
EQUIPMENT O & P	\$ -	@	5%	\$ -

SUBTOTAL "B" \$ -

SUBTOTAL "C" (Massaro Direct Costs : A + B) \$ -

<u>SUBCONTRACTORS</u>					
Church & Murdock	1	LS	@	\$59,799.78	\$59,799.78
	1	LS	@		\$0.00
	1	LS	@		\$0.00
	1	LS	@		\$0.00
	1	LS	@		\$0.00
	1	LS	@		\$0.00
		OHP			\$2,989.99

SUBTOTAL "D" (Massaro Subcontractors Costs) \$ 62,789.77



Massaro
1303 Lowell Ave
Erie, PA 16505

REQUEST FOR CHANGE ORDER #005R1

SUBTOTAL "E"				\$	62,789.77
<i>(Total Before Bond, Taxes, and Insurance : C + E)</i>					
INSURANCE	\$62,789.77	@	0.90%	\$	565.11
BOND	\$63,354.88	@	0.75%	\$	475.16
CM FEE	\$63,830.04	@	2.05%	\$	1,308.52
Total				\$	65,138.56
RFCO TOTAL				\$	65,138.56

- A. We have proceeded with this work pursuant to your direction
- B. We have completed this work per your verbal/written authorization
- C. We will proceed with this work only upon receipt of this signed authorization.
- D. We are requesting a Change Order for this PCO.

SCHEDULE IMPACT

A CONTRACT TIME EXTENSION OF (0) WORK DAYS IS BEING REQUESTED DUE TO THE CHANGES BEING ADDED UNDER THIS CHANGE ORDER REQUEST.

OWNER or ARCHITECT

Massaro Corporation:

Signed _____
(Owner rep)
Toni Warhola
Signed _____
Toni Warhola, Project Manager

Date _____
Date 10/9/2025

CHANGE ORDER REQUEST FORM

DATE: 10/09/25

PROJECT: Erie Community College EC3 Health Lab

CHANGE ORDER DESCRIPTION: Bulletin No. 1 - Power system changes &RFI #16 Response

Board Report #25-55

November 19, 2025

CONTRACTOR: Church & Murdock Electric

CONTRACTOR COR NO.: 14

MATERIAL*					
Description	Quantity (Q)	Unit of Measure (U)	Unit Cost (UC)	Total Cost (Q x UC)	Total Material Cost
1 1/4" CONDUIT - EMT	-30	LF	\$2.59	\$77.70	
1 1/2" CONDUIT - EMT	-340	LF	\$2.59	\$880.60	
1 1/2" CONDUIT - EMT	220	LF	\$2.59	\$569.80	
2" CONDUIT - EMT	510	LF	\$3.04	\$1,550.40	
1 1/2" ELBOW 90 DEG - EMT	-3	EA	\$11.41	\$34.23	
1 1/2" ELBOW 90 DEG - EMT	3	EA	\$11.41	\$34.23	
2" ELBOW 90 DEG - EMT	3	EA	\$17.29	\$51.87	
1 1/4" CONN SS STL - EMT	-2	EA	\$1.64	\$3.28	
1 1/2" CONN COMP STL - EMT	-4	EA	\$1.94	\$7.76	
2" CONN COMP STL - EMT	4	EA	\$2.67	\$10.68	
1 1/4" COUPLING COMP STL - EMT	-3	EA	\$1.44	\$4.32	
1 1/2" COUPLING COMP STL - EMT	-19	EA	\$0.59	\$11.21	
1 1/2" COUPLING COMP STL - EMT	22	EA	\$0.59	\$12.98	
2" COUPLING COMP STL - EMT	51	EA	\$1.81	\$92.31	
1 1/4" BUSHING - PLASTIC	-2	M	\$0.19	\$0.38	
1 1/2" BUSHING - PLASTIC	0	C	\$0.14	\$0.00	
2" BUSHING - PLASTIC	4	C	\$0.18	\$0.72	
1 1/4" EMT & 1" RMC 1-PC STRUT CLAMP W/ SADDLE - PLTD	-3	EA	\$2.00	\$6.00	
1 1/2" EMT & 1 1/4" RMC 1-PC STRUT CLAMP W/ SADDLE - PLTD	-19	EA	\$1.00	\$18.63	
2" EMT & 1 1/2" RMC 1-PC STRUT CLAMP W/ SADDLE - PLTD	53	C	\$1.63	\$86.93	
1 1/4" FLEX - STEEL	4	LF	\$2.68	\$10.72	
2 1/2" FLEX - STEEL	4	LF	\$6.00	\$24.00	
1 1/4" CONN FLEX DC SQUEEZE STRAIGHT	4	C	\$2.72	\$10.88	
2 1/2" CONN FLEX DC SQUEEZE STRAIGHT	4	C	\$10.41	\$41.64	
#10 THHN BLACK	-30	LF	\$0.20	\$6.00	
#8 THHN BLACK	-340	LF	\$0.50	\$170.00	
#8 THHN BLACK	220	LF	\$0.50	\$110.00	
#6 THHN BLACK	530	LF	\$0.86	\$455.80	
#4 THHN BLACK	-80	LF	\$0.76	\$61.04	
#1 THHN BLACK	-1360	LF	\$2.05	\$2,788.00	
#1 THHN BLACK	880	LF	\$2.05	\$1,804.00	
#3/0 THHN BLACK	2210	LF	\$4.42	\$9,768.20	
#6 BARE COPPER - 7-STRAND	20	LF	\$0.92	\$18.40	
COMPRESSION LUG - CU W/ 1- 9/32" HOLE - #2 CU WIRE	3	EA	\$9.97	\$29.91	
COMPRESSION LUG - CU W/ 1- 13/32" HOLE - #4/0 CU WIRE	4	EA	\$16.72	\$66.88	
24x 24x 6" BOX SCREW CVR GALV - NEMA 1	3	EA	\$235.50	\$706.50	
#4 - #4/0 TO 1/2 - 1" PIPE GRD CLAMP	1	EA	\$41.84	\$41.84	
1/4-20x 1 3/4 WEDGE ANCHOR - 1 1/8" MIN DEPTH	8	EA	\$0.45	\$3.60	
1/4-20 MACHINE SCREW ANCHOR	4	EA	\$0.86	\$3.44	
200A 3P BREAKER BOLT-ON AND HARDWARE FOR MDP	1	EA	\$0.00	\$0.00	
100A 600V DSN SW FUSIBLE - NEMA 1	1	EA	\$494.65	\$494.65	
200A 600V DSN SW FUSIBLE - NEMA 1	1	EA	\$797.67	\$797.67	
100A FUSE 600V TIME DELAY CLASS RKG	3	EA	\$72.06	\$216.18	
200A FUSE 600V TIME DELAY CLASS RKG	3	EA	\$95.38	\$286.14	
75KVA 3PH TRANSFORMER - GP - FLOOR MNT	1	EA	\$0.00	\$0.00	
2" DIAM CORE 6" THICK FLOOR	4	EA	\$25.00	\$100.00	
2" DIAM CORE 6" THICK WALL	2	EA	\$25.00	\$50.00	
ORIGINAL PANEL LVA	-1	EA	\$750.00	\$750.00	
100A/3P CIRCUIT BREAKER in blank space	-1	EA	\$250.00	\$250.00	
NEW PANLE LVA	2	EA	\$0.00	\$0.00	
NEW PANEL 1HA CHANGES	1	EA	\$0.00	\$0.00	
DEMO EX. PANEL P1B	1	EA	\$0.00	\$0.00	
ELECTRICAL PERMIT	1	EA	\$75.00	\$75.00	
(A) TOTAL MATERIAL COST					\$12,456.22
SHOP LABOR*					
Trade	No. of Workers	Total Hours (H)	Total Rate w/Fringes (HR)	Total Cost (H x HR)	Total Shop Labor
(B) TOTAL SHOP LABOR				\$0.00	
(C) SUBTOTAL MAT & SHOP LABOR (A+B)				\$12,456.22	
(D) 5% OH & PROFIT (C x 5%)				\$622.81	
(E) SUBTOTAL W/ OH & PROFIT (C + D)					\$13,079.03
LABOR*					
Trade	No. of Workers	Total Hours (H)	Total Rate w/Fringes (HR)	Total Cost (H x HR)	Total Labor Cost
FOREMAN	1	91.00	\$97.50	\$8,872.50	
JOURNEYMAN	1	198.00	\$92.00	\$18,216.00	
APPRENTICE	1	124.00	\$60.50	\$7,502.00	
(F) SUBTOTAL LABOR				\$34,590.50	
(G) 10% O & P (F x 10%)				\$3,459.05	
(H) SUBTOTAL W/ OH & PROFIT (F + G)					\$38,049.55
EQUIPMENT AND TOOLS*					
Equipment	Quantity (Q)	Total Hours (HR)	Rental Rate (R)	Total Cost (HR x R)	Total Equip. Cost
(I) SUBTOTAL EQUIPMENT COSTS				\$0.00	
(J) OH & PROFIT (I x 10%)				\$0.00	
(K) SUBTOTAL W/ OH & PROFIT (I & J)					\$0.00
SUBCONTRACTORS**					
Company	Type of Work Provided	Total Cost**	Total SC Cost**		
WEBER ELECTRIC SUPPLY	Panelboard changes, misc. breakers and transformers	\$8,258.29			
(L) SUBCONTRACTED SUBTOTAL		\$8,258.29			
(M) BONDS		\$0.00			
(N) INSURANCE		\$0.00			
(O) TAXES OTHER THAN SALES (IF ANY)		\$0.00			
(P) 5% OH & PROFIT (ON SUBTOTAL)		\$412.91			
(Q) TOTAL SUBCONTRTS, BONDS, INS, TAXES (L+M+N+O+P)				\$8,671.20	
SUMMARY					
TOTAL MATERIAL & SHOP LABOR (E)				\$13,079.03	
TOTAL LABOR (H)				\$38,049.55	
TOTAL EQUIPMENT (K)				\$0.00	
TOTAL SUBCONTRACTS, BONDS, INS & TAXES (Q)				\$8,671.20	
† LESS DEDUCTS (Detail Separately Using Same Format) (R)				\$0.00	
TOTAL PROPOSAL (E+H+K+Q-R)					\$59,799.78
Church and Murdock Electric					
Contractor's Name (Print or Type)					
Contractor's Signature					

† TYPE IN A NEGATIVE NUMBER.

** INSERT EXTRA LINES, IF NEEDED.

Rev. 07/22/2025

** THIS FORM TO BE PROVIDED BY ALL SUBCONTRACTORS.



October 9, 2025

Board Report #25-55
November 19, 2025

Massaro Corporation
1303 Lowell Avenue
Erie, PA 16505

Attn: Samual Melaragno,

PROPOSAL NUMBER: 0828R

Subject: Erie Community College - Bulletin No. 1 Revised

Mr. Melaragno,

Thank you for providing Church & Murdock Electric, Inc. with the opportunity to offer you a proposal for electrical contracting for the above-mentioned project. Please find enclosed our proposal to provide and install all material, labor, supervision, tools, and equipment necessary to provide complete electrical installation.

Scope of Work

The following is the electrical proposal for the additional electrical work with Bulletin No. 1. The original contract document shows us to provide and install power from the existing power distribution that is not truly available, which our proposal provides that credit for that scope of work. The bulletin reflects the correct changes from field investigation, tracing circuits and removing the existing equipment covers to discover what is accurate in the existing power distribution system of the building. Please see attached detailed cost breakdown and quotation for review. This includes work associated with RFI 16 response. The lead time for this equipment is 6-8 weeks for panelboard and 4-6 weeks for transformer.

The total Electrical cost is \$59,799.78

All work will be performed on a first shift basis, Monday through Friday. No shift work included, overtime included, but no holidays are included. Also, electrical proposal does not include ceiling removal, replacement and reinstall, wall and ceiling patch and painting.

Please return the signed original, with selected option, of this proposal, to our file. We thank you for this opportunity to provide these services. Should there be any questions, please contact this office.

Sincerely,
Church & Murdock Electric, Inc.

Larry Gilchrist
Vice president/Project Manager

Accepted by: _____
Customer

By: _____
Larry Gilchrist
Contractor

Date: _____

Church & Murdock Electric, Inc.

Printed Name
& Title

This proposal, when accepted, creates a binding purchase order.



Issued Bulletin
Bulletin No. 2

Issue Date: September 9, 2025
Client: Erie County Community College (EC3)
Project: Health Lab Renovations
CPL Project No: R24.15543.00

From: CPL Architects & Engineers, Inc.
125 Enterprise Drive, Suite 301
Pittsburgh, PA 15275

Contact: Melanie Panutsos
mpanutsos@cplteam.com
724.777.4234

Distribution To: Massaro
Erie County Community College
HF Lenz

Contact:

For Addenda:

This Bulletin forms a part of the Contract Documents and modifies the original Contract Documents used for the Construction Contract, dated 25.06.03.

Todd M. Liebert
AIA, NCARB
Chief Executive Officer

Adam Chahulski
AIA, NCARB, LEED AP
National Healthcare Practice
Leader | Senior Vice President

Michelle L. Trott
AIA, NCARB, ACHA,
Lean Six Sigma Green Belt
Vice President

Richard Henry III
P.E.
President



Specifications

The following specification sections have been modified, added, or removed as noted.

Volume 1

N/A N/A

Drawings

The following drawing sheets/views have been modified, added, or removed as noted.

Volume 1

- E001 GENERAL NOTES, SYMBOLS, ABBREVIATIONS, AND LIGHTING SCHEDULE
 - 1. Revised Power Symbols Legend.
- EP201 LEVEL 1 PLAN - POWER & SYSTEMS
 - 1. Removed dampers in Health Lab Suite.
 - 2. Removed Alternates.
- M201 OVERALL MECHANICAL PLAN - LEVEL 1
 - 1. Deleted volume control dampers in H101, H102, H103, H104, H100, H106 and STOH.
 - 2.. Changed volume control dampers to smoke dampers in H100, H122, H118, H128, H123, H124, and H113.
- M201B OVERALL MECHANICAL PLAN - LEVEL 1 - ENLARGED
 - 1. Deleted volume control dampers in H101, H102, H103, H104, H100, H106 and STOH.
 - 2.. Changed volume control dampers to smoke dampers in H100, H122, H118, H128, H123, H124, and H113.
- M201C OVERALL MECHANICAL PLAN - LEVEL 1 - ENLARGED
 - 1. Deleted volume control dampers in H101, H102, H103, H104, H100 H106 and STOH.
 - 2.. Changed volume control dampers to smoke dampers in H100, H122, H118, H128, H123, H124, and H113.

All specifications and sheets noted in this document should be attached or appended to this summary. Please alert CPL to any discrepancies. It is the responsibility of the Contractor to ensure that they have received all noted revisions.



Change Order Review and Request

From Christopher Gray <cgray@ec3pa.org>

Date Sat 10/11/2025 7:57 AM

To Michael Victor <MVictor@ec3pa.org>; Cheryl Rush Dix <crushdix@ec3pa.org>; Ejay Fyke <efyke@ec3pa.org>; Robert Merrill <rmerrill@ec3pa.org>; Kurt Hersch <khersch@ec3pa.org>; Christina Vogel <cvoegel@ec3pa.org>; David Rubino <drubino@ec3pa.org>; Geoffrey Groce <ggroce@ec3pa.org>

Cc Renee Triana <rtriana@ec3pa.org>; Frank Moore <FMoore@ec3pa.org>

 4 attachments (4 MB)

RFCO 003 R2 - BIU Permit Rev (Bull 2 incl).pdf; RFCO 005R1 - Bulletin 01 Electrical Changes.pdf; Bulletin 2_EC3.pdf; Bulletin 1_EC3.pdf;

Subject: Change Orders for Center for Healthcare Construction Project

The Center for Healthcare construction project has two change orders that meet the threshold for Board approval:

1. **\$55,634.55** – Modifications to the dampers in the heating and cooling system.
2. **\$65,138.56** – Adjustments to the electrical system.

Per EC3 Board policy, the Chair of the Board may authorize change orders to previously-approved projects when the change order could cause delays, with the understanding that such approvals will be presented to the Board at its next meeting. After consulting with CFO Moore and Solicitor Wachter, I am requesting Chair Dr. Victor to authorize these change orders, as they directly impact the project timeline.

Dr. Victor has asked that these proposed changes be shared with the Board. If you have any concerns, please communicate them by **Monday at noon**. Should any serious concerns arise, Dr. Victor will convene a special Board meeting next week to avoid delaying the project. If no concerns are raised, Dr. Victor will authorize the change orders, and they will be included on the agenda for the next regular Board meeting.

For context, these types of infrastructure-related change orders are typical and fall well within the thresholds permitted by current Board policy. The change orders and supporting documents are attached for your review.

If you have any questions or concerns, please feel free to reach out to Dr. Victor or me directly.

Chris



Chris Gray, PhD
Founding President
(814) 413-7002
cgray@ec3pa.org

Erie County Community College
2403 West 8th Street



Board of Trustees Meeting Minutes

Regular Monthly Meeting

September 24, 2025 | 5:00 pm | 2403 W. 8th Street, Erie West, Founder’s Rm 307A

Zoom Meeting ID: 864 7949 2792

Zoom Passcode: 113651

1. Call to Order-Time 5:01pm

2. Roll Call

Trustee	Roll Call
Secretary Ejay Fyke	Y
Geoffrey Groce	Y
Kurt Hersch	Y
Robert Merrill	Y
Msg. David Rubino	Y
Vice Chairperson Cheryl Rush Dix	Y
Christina Vogel	Y via Zoom @ 5:06pm
Chairperson Dr. Michael Victor	Y

With a quorum confirmed, the Trustees proceeded with the agenda. Trustee Vogel left the meeting at 5:58pm prior to adjournment.

3. Approval of July 23, 2025, Regular Meeting Minutes (pg. 19-41)

Motion 1	Resolution to Approve the July 23, 2025, Regular Meeting Minutes
-------------	--

There was no discussion.

Trustee	Motion 1	Vote
Secretary Ejay Fyke		Y
Geoffrey Groce		Y
Kurt Hersch	1	Y
Robert Merrill	2	Y
Msg. David Rubino		Y
Vice Chairperson Cheryl Rush Dix		Y
Christina Vogel		Not Present
Chairperson Dr. Michael Victor		Y

Resolution to approve the July 23, 2025 regular meeting minutes was approved unanimously via voice vote.

4. **Public Participation-None**

5. **Reports**

A. **President's Report**

Chris Gray, Ph.D.

Dr. Gray provided construction updates to the Trustees and noted that major portions of the timeline were on track. He also reported that information concerning the College's budget was sent to the county and that he would attend a Erie County Council Finance meeting to provide a report in late October. He reminded Trustees that the county's budget is on a calendar year while the College's budget is on a fiscal year, therefore the second half of the College budget submitted to the county is forecasted.

B. **Ad Hoc Committees and Advisory Groups**

1. **Foundation-President's Advisory Group**

Trustee Ejay Fyke, Board Representative

a. **Report**

Trustee Fyke reported that the College's first golf tournament was this coming Friday and would provide a report at the November Board meeting. Chairperson Dr. Victor reported that he and Foundation chair, Ron DiNicola, are having meetings to develop a scholarship campaign.

C. **Chairperson of the Board**

Chairperson Michael Victor, J.D., LL.D.

Chairperson Dr. Victor reported that the annual meeting will follow tonight's regular Board meeting. He also provided November meeting dates and that there may be a special meeting prior to November to approve a construction change order in excess of \$50,000. Finally the Chairperson reminded the Board that they are to focus on governance and leadership and any operational issues brought to their attention should be referred back to the College staff through the appropriate channels.

D. **Other**

6. **Presentation-KPI Dashboards [Exhibit A]**

Guy Goodman, Executive Vice President and Matt Cettin, Director of Planning Research and Development

EVP Goodman reported on the new Key Performance Indicator dashboards found on the EC3 website. It allows the College to share successes with the public, allows the College to utilize data for internal decisions, and allows the College to identify current and future opportunities. The College's KPI's include enrollment, success rates, retention rates, graduation rates, and job placement and transfer rates. All of the data informs the College's Operational Plan.

7. **Standing Committee Reports and New Business**

A. **Academic Committee**

Vice Chairperson Cheryl Rush Dix

1. **Report**-Chair Rush Dix referred to EVP Goodman for the report. The committee met on September 10th to discuss the policy below as part of the 5-year review cycle with emphasis on removing procedure from policy. No other topics were discussed.

***Continued**

2. New Business

Motion 2	Resolution to Amend Policy VI.B.1: Records and Management Retention Policy [Board Report #25-41] (pg. 4-7)
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There was no discussion.

Trustee	Motion 2	Vote
Secretary Ejay Fyke		Y
Geoffrey Groce		Y
Kurt Hersch		Y
Robert Merrill	1	Y
Msg. David Rubino	2	Y
Vice Chairperson Cheryl Rush Dix		Y
Christina Vogel		Y
Chairperson Dr. Michael Victor		Y

Resolution to amend Policy VI.B.1: Records and Management Retention Policy was approved unanimously via voice vote.

B. Personnel Committee

Trustee Robert Merrill

- 1. Report**-Chair Merrill was not present at the September 10th meeting but received minutes from HR Director Daugherty. There was an on-and-off-boarding update and the policies below were reviewed as part of the 5-year cycle.

2. New Business

Motion 3	Resolution to Reaffirm Human Resource Related Board Policies [Board Report #25-42] (pg. 8) <ul style="list-style-type: none"> • Policy III.B.2: Compensation Ranges • Policy III.D.1: Military Leave
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There was no discussion.

***Continued**

Trustee	Motion 3	Vote
Secretary Ejay Fyke	2	Y
Geoffrey Groce		Y
Kurt Hersch		Y
Robert Merrill		Y
Msg. David Rubino	1	Y
Vice Chairperson Cheryl Rush Dix		Y
Christina Vogel		Y
Chairperson Dr. Michael Victor		Y

Resolution to reaffirm Policy III.B.2: Compensation Ranges and Policy III.D.1: Military Leave was approved unanimously via voice vote.

C. Finance Committee Report

Trustee Kurt Hersch

1. **Report**-Chair Hersch reported that the committee met on September 15th. The College's budget is still tentative as it awaits the passing of the state budget to finalize. Trustee Hersch noted that maintaining cash reserves was important during budgetary delays. He noted that highlighted items on page ten are designated funds.
 - a. August YTD Budget Summary 2025-2026 (pg. 9)
 - b. August 2025 Bank Reconciliation (pg. 10)

2. New Business

Motion 4	Resolution to Amend Policy VI.A.3: Disposal of Surplus Property [Board Report #25-43] (pg. 11-13)
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There was no discussion.

Trustee	Motion 4	Vote
Secretary Ejay Fyke		Y
Geoffrey Groce	1	Y
Kurt Hersch		Y
Robert Merrill	2	Y
Msg. David Rubino		Y
Vice Chairperson Cheryl Rush Dix		Y
Christina Vogel		Y
Chairperson Dr. Michael Victor		Y

Resolution to amend Policy VI.A.3: Disposal of Surplus Property was approved unanimously via voice vote.

D. **Other**

1. New Business

Motion 5	Resolution to Implement the Pioneer Scholarship Portion of “Plan Let’s Go!” Version 2026 for Spring 2026 as Presented [Board Report #25-44] (pg. 14)
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Dr. Gray reported that the original Plan Let’s Go, presented to the Board in March, assumed the implementation of Federal Financial Aid at this point. He is presenting an update (v. 2025) that recommends implementing part of the plan (with communication starting Fall of ’25) in Spring of ’26, by instituting a semester by semester “Pioneer” Scholarship in lieu of the current free tuition.

To receive the scholarship (free tuition) students will have to adhere to completing the FAFSA, having FASFA as the first dollar, and have successful academic progress. Availability of the scholarship will be decided semester by semester through Board approval until Title IV funds are approved. Dr. Gray also updated the assumptions in the updated Plan Let’s Go noting that the model is built on the most conservative assumptions, but the actual outcomes are expected to be more favorable. EC3 also has \$3.5M in Foundation dollars to offset Title IV funds. Dr. Gray clarified that projections in Plan Let’s Go reflect operational costs and does not include grants, donations, internal cost saving strategies, or capital funding sources. He noted that the administration remains committed to actively managing operations to avoid deficit budgets and will continue adjusting plans to maintain financial stability.

The approval tonight is important because the College needs to start training staff, communicating to current students, and messaging to incoming students since spring enrollment starts in October. Dr. Gray said he is confident that the College will receive approval for Federal Financial Aid in the spring.

Trustee	Motion 5	Vote
Secretary Ejay Fyke		Y
Geoffrey Groce		Y
Kurt Hersch	1	Y
Robert Merrill		Y
Msg. David Rubino		Y
Vice Chairperson Cheryl Rush Dix	2	Y
Christina Vogel		Not Present
Chairperson Dr. Michael Victor		Y

Resolution to implement the Pioneer Scholarship portion of “Plan Let’s Go!” Version 2026 for Spring 2026 as presented was approved unanimously via voice vote.

Motion 6	Resolution to Approve the Sublease with Northwest Tri-County Intermediate Unit (IU5) for a Portion of Erie County Community College’s Leased Premise from August 1, 2025 to June 30, 2026 for \$1.00 [Board Report #25-45] (pg. 15)
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There was no discussion.

Trustee	Motion 6	Vote
Secretary Ejay Fyke	2	Y
Geoffrey Groce		Y
Kurt Hersch		Y
Robert Merrill		Y
Msg. David Rubino	1	Y
Vice Chairperson Cheryl Rush Dix		Y
Christina Vogel		Not Present
Chairperson Dr. Michael Victor		Y

Resolution to approve the sublease with Northwest Tri-County Intermediate Unit (IU5) for a portion of Erie County Community College’s leased premise from August 1, 2025 to June 30, 2026 for \$1.00 was approved unanimously via voice vote.

Motion 7	Resolution to Amend Board Policy I.A.1: Duties of the Board of Trustees [Board Report #25-46] (pg. 16-18)
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This motion was tabled for further review.

8. Executive Session if Needed-None

9. Motion to Adjourn-Time 6:14pm

Trustee	Motion 8	Vote
Secretary Ejay Fyke		Y
Geoffrey Groce		Y
Kurt Hersch	1	Y
Robert Merrill		Y
Msg. David Rubino	2	Y
Vice Chairperson Cheryl Rush Dix		Y
Christina Vogel		Not Present
Chairperson Dr. Michael Victor		Y

The motion to adjourn was approved unanimously via voice vote.

Next Regular Meeting November 19, 2025 at 5:00PM



Board of Trustees Meeting Minutes

Annual Monthly Meeting

September 24, 2025 | 5:00 pm | 2403 W. 8th Street, Erie West, Founder’s Rm 307A

Zoom Meeting ID: 864 7949 2792

Zoom Passcode: 113651

1. Call to Order-Time 6:14pm

2. Roll Call

Trustee	Roll Call
Ejay Fyke	Y
Geoffrey Groce	Y
Kurt Hersch	Y
Robert Merrill	Y
Msg. David Rubino	Y
Vice Chairperson Cheryl Rush Dix	Y
Christina Vogel	N
Chairperson Dr. Michael Victor	Y

With a quorum confirmed, the Trustees proceeded with the agenda.

3. Public Participation-None

4. Election of Officers

- A. **Nomination for Temporary Chairperson**-Dr. Michael Victor nominated Kurt Hersch as the Temporary Chairperson. No other nominations were brought forth.

Trustee	Motion to Close the Nominations	Vote
Ejay Fyke		Y
Geoffrey Groce		Y
Kurt Hersch		Y
Robert Merrill		Y
Msg. David Rubino	2	Y
Cheryl Rush Dix	1	Y
Christina Vogel		Not Present
Dr. Michael Victor		Y

The motion to close the nominations for the Temporary Chairperson was approved unanimously.

B. Election of Temporary Chairperson

Trustee	Vote to Elect Pro Tem
Ejay Fyke	Y
Geoffrey Groce	Y
Kurt Hersch	Y
Robert Merrill	Y
Msg. David Rubino	Y
Cheryl Rush Dix	Y
Christina Vogel	Not Present
Dr. Michael Victor	Y

Kurt Hersch was unanimously elected as the Temporary Chairperson.

C. Nominations for Board Chairperson-Msg. David Rubino nominated Dr. Michael Victor as Chairperson. No other nominations were brought forth.

Trustee	Motion to Close the Nominations	Vote
Ejay Fyke	2	Y
Geoffrey Groce		Y
Kurt Hersch		Y
Robert Merrill		Y
Msg. David Rubino		Y
Cheryl Rush Dix	1	Y
Christina Vogel		Not Present
Dr. Michael Victor		Y

The motion to close the nominations for the Chairperson was approved unanimously.

D. **Election of Board Chairperson**

Trustee	Vote to Elect Chairperson
Ejay Fyke	Y
Geoffrey Groce	Y
Kurt Hersch	Y
Robert Merrill	Y
Msg. David Rubino	Y
Cheryl Rush Dix	Y
Christina Vogel	Not Present
Dr. Michael Victor	Y

Dr. Michael Victor was unanimously elected as the Chairperson.

E. **Nomination for Board Vice Chairperson**-Dr. Michael Victor nominated Cheryl Rush Dix as Vice Chairperson. No other nominations were brought forth.

Trustee	Motion to Close the Nominations	Vote
Ejay Fyke		Y
Geoffrey Groce		Y
Kurt Hersch		Y
Robert Merrill	2	Y
Msg. David Rubino		Y
Cheryl Rush Dix		Y
Christina Vogel		Not Present
Dr. Michael Victor	1	Y

The motion to close the nominations for the Vice Chairperson was approved unanimously.

F. **Election of Board Vice Chairperson**

Trustee	Vote to Elect Vice Chairperson
Ejay Fyke	Y
Geoffrey Groce	Y
Kurt Hersch	Y
Robert Merrill	Y
Msg. David Rubino	Y
Cheryl Rush Dix	Y
Christina Vogel	Not Present
Dr. Michael Victor	Y

Cheryl Rush Dix was unanimously elected as the Vice Chairperson.

G. **Nomination for Board Secretary**-Kurt Hersch nominated Trustee Ejay Fyke as Secretary. No other nominations were brought forth.

Trustee	Motion to Close the Nominations	Vote
Ejay Fyke		Y
Geoffrey Groce		Y
Kurt Hersch	1	Y
Robert Merrill		Y
Msg. David Rubino	2	Y
Cheryl Rush Dix		Y
Christina Vogel		Not Present
Dr. Michael Victor		Y

The motion to close the nominations for the Secretary was approved unanimously.

H. Election of Board Secretary

Trustee	Vote to Elect Board Secretary
Ejay Fyke	Y
Geoffrey Groce	Y
Kurt Hersch	Y
Robert Merrill	Y
Msg. David Rubino	Y
Cheryl Rush Dix	Y
Christina Vogel	Not Present
Dr. Michael Victor	Y

Ejay Fyke was unanimously elected as the Board Secretary.

8. Executive Session if Needed-None

9. Motion to Adjourn-Time 6:20pm

Trustee	Motion to Adjourn	Vote
Ejay Fyke		Y
Geoffrey Groce		Y
Kurt Hersch	1	Y
Robert Merrill	2	Y
Msg. David Rubino		Y
Cheryl Rush Dix		Y
Christina Vogel		Not Present
Dr. Michael Victor		Y

The motion to adjourn was approved unanimously via voice vote.