
BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE
FINANCE COMMITTEE

AGENDA | 8:00 AM December 11, 2025 (Virtual Zoom Meeting)

Meeting Link: <https://bccc-edu.zoom.us/j/85289626898?pwd=po64alZSZOCbMC5gLBWwQIMPg2SanF.1&from=addon>

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| I. Call to Order (Vote) | Dr. Roger Ward, <i>Vice Chair</i> |
| II. Procurement Policies and Procedures (Overview) | Dr. Roger Ward, <i>Vice Chair</i> |
| III. Procurement(s) Exceeding \$25,000 to \$99,999 (Informational) | Dr. Roger Ward, <i>Vice Chair</i>
Dr. Debra L. McCurdy, <i>President</i>
Ms. Anna Lansaw, <i>Executive Director</i>
Mr. Michael Thomas, <i>Vice President</i>
WDCE |
| a. Pest Control (Rollins, Inc.) \$98,672.75
(3 year term and 3 months) | |
| b. HVAC Unit Rental (Sunbelt Rental) – Change Order
Original Amount: \$12,905.98
Change Order Amount: \$33,078.09
Total: \$45,984.07 | |
| IV. Pre- Approval for Procurement(s) (Vote) | Dr. Roger Ward, <i>Vice Chair</i>
Dr. Debra L. McCurdy, <i>President</i>
Nicole Carter, <i>AVP of Human Resources</i> |
| a. HR Recruitment Software
(GovernmentJobs.com dba NeoGov) \$116,350.16 (3-Year Term) | |
| V. Finance Update (Informational) | Dr. Roger Ward, <i>Vice Chair</i>
Dr. Debra L. McCurdy, <i>President</i>
Mr. Brandon Cohen, <i>Director of Budgets (Chief Budget Officer)</i> |
| VI. Motion for Adjournment (Vote) | Dr. Roger Ward, <i>Vice Chair</i> |

III. Procurement(s) Exceeding \$25,000 to \$99,999 (Informational)

Contract No. / Contract Title	Pest Control Services (Rollins, Inc. dba Orkin Pest Control)		
Description/Remarks: This is a 39-month contract for pest control services across all campus locations. The agreement includes monthly services as well as specialized treatments on an as-needed basis. Procurement is being conducted through the Sourcwell Cooperative Agreement, which was established via competitive process. The monthly cost is \$2,017.25, totaling \$24,207 annually, with an additional contingency of \$20,000 allocated for any supplemental services during the contract term.			
Procurement Method:	ICPA	Category:	Maintenance
Award Amount:	\$98,672.75	Contract Term:	01/01/2026 – 03/29/2029
No. of Bids:	N/A	Tax Clearance:	
College Department:	Facilities	Fund Source:	07706 / 0810

Contract No. / Contract Title	R95P5600371 / COL25074 HVAC Unit Rental (Sunbelt Rentals)		
Description/Remarks: This represents a monthly rental charge for a temporary HVAC unit used at the radio station transmission building until the replacement of the permanent HVAC units was completed. This modification to the original purchase order adds additional rental months due to delays caused by the replacement units being on backorder.			
Procurement Method:	Modification	Category:	Maintenance
Original Award: Change Order Amount: Total Award:	\$12,905.98 \$33,078.09 \$45,984.07	Contract Term:	7 months
No. of Bids:	N/A	Tax Clearance:	25-4801-0111
College Department:	WBJC	Fund Source:	03332 / 0809

IV. PRE- APPROVAL FOR PROCUREMENT(S)

BOARD OF TRUSTEES – FINANCE COMMITTEE ACTION ITEM

Contract ID: BCCC-FY26-HR-005

Contract Description: HR Recruitment Software

Award: GovernmentJobs.com dba NeoGov

Contract Term: Three (3) Years

Procurement Method: Sole Source

Contract Amount: Total: \$116,350.16
Year 1: \$36,368.23
Year 2: \$38,782.17
Year 3: \$41,249.76

Requesting Remarks: The College is requesting pre-approval to award a three-year contract for HR Recruitment Software to GovernmentJobs.com dba NeoGov. This software provides essential recruitment and applicant tracking capabilities to support the College’s hiring processes. The proposed agreement ensures continuity of service and compliance with HR operational needs. The NeoGov platform streamlines recruitment workflows, improves candidate experience, and ensures compliance with state and federal hiring regulations. It offers robust reporting tools and integrates seamlessly with existing HR systems, reducing administrative burden.

GovernmentJobs.com dba NeoGov has a proven track record of providing recruitment solutions to public sector organizations nationwide. Their platform is widely adopted and recognized for reliability and scalability.

In accordance with the College’s Procurement Policies and Procedures, Board of Trustees approval is required for contracts exceeding \$100,000.

Fund Source: Operating **Tax Clearance:** 25-4800-0111

BOARD OF TRUSTEES ACTION		THIS ITEM WAS:	
APPROVED	DISAPPROVED	DEFERRED	WITHDRAWN
	WITH DISCUSSION	WITHOUT DISCUSSION	

V. FINANCE UPDATE

Monthly Financial Performance Snapshot Report

Appropriation Year 2026
as of November 2025

Total Revenue by Appropriated Fund

Revenue Fund	Budget AY26	Actuals FY26	Actuals AY25	Net Change
General (Unrestricted)	64,985,412	\$ 35,453,079	33,724,104	1,728,975
Restricted	30,610,084	\$ 16,281,981	12,438,493	3,843,488
Total Revenue AY25	95,595,496	51,735,059	46,162,597	5,572,462

Year-over-Year (YoY) Expense Comparison

Expense Fund	Budget AY26	Actuals FY26	Actuals AY25	Net Change
General (Unrestricted)	64,985,412	\$ 18,867,759	20,162,877	-1,295,118
Restricted	30,610,084	\$ 7,432,874	7,484,468	-51,594
Total Expenses	95,595,496	26,300,634	27,647,345	-1,346,711

	Budget AY26	Actuals FY26	Actuals AY25	Net Change
Net Surplus	0	25,434,426	18,515,252	6,919,174

Year-over-Year (YoY) Revenue Comparison

Revenue Sources	Budget AY26	Actuals FY26	Actuals AY25	Net Change
Unrestricted Revenues	64,985,412	35,453,079	33,724,104	1,728,975
Board of Estimates - Unrestricted	600,000	0	0	0
Bookstore Revenue	935,233	901,566	750,912	150,654
Consolidated Fees	900,000	799,084	480,135	318,949
Credit Tuition	9,443,275	6,975,288	4,751,390	2,223,897
Facilities Capital Fees	109,971	82,874	50,501	32,373
Investment Income	501,218	663,084	923,436	-260,352
Local Contract	0	0	189,524	-189,524
Non-Credit Fee Revenue	508,440	217,596	591,156	-373,560
Non-Credit Tuition	621,170	272,425	747,490	-475,065
Other Fee Revenue	0	12,995	15,439	-2,444
Other Revenue	0	15,312	11,223	4,089
Parking and Transportation	44,719	1,946	5,035	-3,089
Real Estate Lease Income	1,402,760	490,126	531,702	-41,576
Registration Fee	299,995	255,502	160,160	95,342
State Appropriation	48,367,088	24,183,544	24,140,112	43,432
Student Activities	160,559	0	25	0
Technology Fees	700,000	532,840	320,090	212,750
Tower Rental Income	131,092	28,803	35,616	-6,813
Transcripts	49,059	14,941	14,815	127
Vending Machine Commission	0	5,152	5,343	-191
WBJC Asset Agreement	210,833	0	0	0
Restricted Revenues	30,610,084	16,281,980	12,438,493	3,843,488
Deferred Maintenance	10,000,000	4,314,698	0	4,314,698
COVID Relief	0	0	0	0
Federal Grants	12,022,898	8,142,067	7,150,616	991,450
Indirect Cost - Other	117,800	0	0	0
Other Restricted Revenue	0	19,490	6,860	12,630
Private Gifts, Grants & Contracts	124,710	0	0	0
RYP - Artworks	0	0	0	0
State and Local Grants	5,502,979	1,688,318	2,201,545	-513,227
WBJC	2,841,697	2,117,408	3,079,471	-962,063
Total Revenue AY26	95,595,496	51,735,059	46,162,596	5,572,463

**Appropriation Year 2026
as of November 2025**

Expenditure by Category

Description	Object	Actuals FY26	Actuals AY25	Net Change	Percentage Change
Labor: PIN Salaries	01	12,964,820	12,581,279	383,541	3.0%
Labor: Contractual Employees	02	4,118,319	3,616,020	502,299	13.9%
Communications	03	94,388	13,469	80,919	600.8%
Travel	04	59,557	122,967	-63,411	-51.6%
Utilities	06	816,846	617,891	198,954	32.2%
Motor Vehicle	07	7,584	38,020	-30,437	-80.1%
Contractual Services	08	1,884,918	2,167,180	-282,262	-13.0%
Supplies	09	207,820	2,515,563	-2,307,743	-91.7%
Replacement Equipment	10	52,497	22,362	30,135	134.8%
New Equipment	11	1,333	74,601	-73,268	-98.2%
Scholarships and Fellowships	12	5,118,314	5,309,559	-191,245	-3.6%
Fixed Expenses	13	1,422,304	567,424	854,880	150.7%
Deferred Maintenance	14	-448,065	1,009	-449,074	-44520.9%
Total Expenses AY26		26,300,634	27,647,345	-1,346,711	-4.9%

Current Expenses by Division

Division	Budget AY26	Actuals FY26	Actuals AY25	Net Change	Percentage Change
Academic Affairs	25,527,172	6,814,674	6,832,939	-18,265	-0.3%
Administration & Finance	26,411,603	4,520,015	6,708,251	-2,188,236	-32.6%
Advancement & Strategic Partners	1,926,509	306,475	370,861	-64,385	-17.4%
College Wide	-1,363,427	966,608	243,597	723,010	296.8%
Information Technology	5,536,226	1,705,018	1,924,432	-219,414	-11.4%
Institutional Research & Strategic Priorities	1,301,848	366,641	308,622	58,019	18.8%
President's Office (Executive)	2,150,793	548,474	464,610	83,864	18.1%
Student Affairs	17,469,915	8,052,192	7,542,025	510,167	6.8%
WBJC	2,144,518	495,798	477,545	18,253	3.8%
WDCED	14,490,338	2,524,739	2,774,463	-249,724	-9.0%
Total Expenditures	95,595,495	26,300,634	27,647,345	-1,346,711	-4.9%

FY	26	26	25	25
Program	Budget	Expenditures	Budget	Expenditures
Academic Support	7,720,661	1,895,017	6,779,657	2,139,663
Auxiliary Enterprises	5,520,185	998,575	5,837,611	3,079,745
Institutional Support	12,670,278	5,644,993	17,038,345	4,944,801
Instruction	32,887,125	7,006,212	29,023,565	6,763,941
Operations & Maintenance	17,856,150	2,707,522	10,064,563	2,848,637
Scholarships	9,202,100	5,362,404	12,143,347	5,370,802
Service	2,144,518	495,798	2,075,968	477,545
Student Services	7,594,479	2,190,113	6,599,932	2,022,210
Grand Total	95,595,495	26,300,634	89,562,988	27,647,345