

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE
FINANCE COMMITTEE

AGENDA | 8:00 AM October 9, 2025 (Virtual Zoom Meeting)

Meeting Link: <https://bccc-edu.zoom.us/j/81598911641?pwd=TZlmcdbnbyaBlSE8TKb6k2eYyXkaHxs.1&from=addon>

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| I. Call to Order (Vote) | Mr. Kurt L. Schmoke, <i>Chair</i> | | | | | | | | | | |
| II. Procurement Policies and Procedures (Overview) | Mr. Kurt L. Schmoke, <i>Chair</i> | | | | | | | | | | |
| III. Procurement(s) Exceeding \$25,000 to \$99,999 (Informational) | Mr. Kurt L. Schmoke, <i>Chair</i>
Dr. Debra L. McCurdy, <i>President</i>
Ms. Anna Lansaw, <i>Director of Procurement</i>
Mr. Wayne Rose, <i>Chief Information Officer</i> | | | | | | | | | | |
| <table border="0"><tr><td style="padding-left: 20px;">a. Adobe Licenses (Bell Techlogix)</td><td style="text-align: right;">\$46,055.57</td></tr><tr><td style="padding-left: 20px;">b. Painting Services (CertaPro)</td><td style="text-align: right;">\$44,668.02</td></tr><tr><td style="padding-left: 20px;">c. Volleyball Uniforms (BSN Sports)</td><td style="text-align: right;">\$32,304.16</td></tr><tr><td style="padding-left: 20px;">d. BlueCat Software Maintenance (EC America)</td><td style="text-align: right;">\$92,193.87</td></tr><tr><td style="padding-left: 20px;">e. Juniper Network Support -Year 2 (CDW-G)</td><td style="text-align: right;">\$75,722.96</td></tr></table> | a. Adobe Licenses (Bell Techlogix) | \$46,055.57 | b. Painting Services (CertaPro) | \$44,668.02 | c. Volleyball Uniforms (BSN Sports) | \$32,304.16 | d. BlueCat Software Maintenance (EC America) | \$92,193.87 | e. Juniper Network Support -Year 2 (CDW-G) | \$75,722.96 | |
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| e. Juniper Network Support -Year 2 (CDW-G) | \$75,722.96 | | | | | | | | | | |
| IV. Pre-Approvals for Procurement(s) (Vote) | Mr. Kurt L. Schmoke, <i>Chair</i>
Dr. Debra L. McCurdy, <i>President</i>
Ms. Donna Thomas, <i>Interim Vice President of Student Affairs</i> | | | | | | | | | | |
| <table border="0"><tr><td style="padding-left: 20px;">a. Recovery Select / Tax Select Services (ECSI/Heartland)</td><td style="text-align: right;">\$417,000.00</td></tr><tr><td style="padding-left: 20px;">b. Campus Financial Solutions and Student Support Services (TouchNet)</td><td style="text-align: right;">\$405,000.00</td></tr></table> | a. Recovery Select / Tax Select Services (ECSI/Heartland) | \$417,000.00 | b. Campus Financial Solutions and Student Support Services (TouchNet) | \$405,000.00 | | | | | | | |
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| b. Campus Financial Solutions and Student Support Services (TouchNet) | \$405,000.00 | | | | | | | | | | |
| V. Finance Update (Informational) | Mr. Kurt L. Schmoke, <i>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) | Mr. Kurt L. Schmoke, <i>Chair</i> | | | | | | | | | | |

Contract No. / Contract Title	R95P6600064 Adobe Licenses (Bell Techlogix)
Description/Remarks: This annual subscription covers Adobe licenses for the College. The procurement was conducted through the Maryland Education Enterprise Consortium (MEEC) cooperative agreement, of which the College is a participating member.	

Procurement Method:	ICPA	Category:	IT Hardware
Award Amount:	\$46,055.57	Contract Term:	One-Time purchase
No. of Bids:	N/A	Tax Clearance:	
College Department:	Information Technology Services	Fund Source:	01151 / 0914

Contract No. / Contract Title	R95P6600076 Painting Services (CertaPro Painters)		
Description/Remarks: Three quotes were obtained and evaluated for the required painting services. The apparent low bidder, a certified Minority Business Enterprise (MBE) vendor, was determined to offer the best value. This contract is critical to reopening the Life Science Building for classroom use. Due to the procurement value, a formal competitive process was required. However, the urgency of the situation—stemming from delays that have already significantly impacted College operations—necessitated expedited procurement. These delays have forced the relocation and rescheduling of classes across campus, and further disruptions would negatively affect academic schedules and operations. Given the unusual and compelling urgency, approval was granted to proceed with an expedited procurement process under these circumstances.			
Procurement Method:	Unusual and Compelling Circumstances	Category:	Maintenance
Award Amount:	\$44,668.02	Contract Term:	One-Time purchase
No. of Bids:	3	Tax Clearance:	
College Department:	Facilities	Fund Source:	07706/0812

Contract No. / Contract Title	R95P6600069 Volleyball Uniforms (BSN Sports)		
Description/Remarks: This purchase involves new uniforms for the women’s volleyball team. In accordance with the College’s procurement policies and procedures, the acquisition of athletic merchandise for College teams is exempt from the formal procurement process.			
Procurement Method:	Exempt	Category:	Commodity
Award Amount:	\$32,304.16	Contract Term:	One-Time purchase
No. of Bids:	N/A	Tax Clearance:	

College Department:	Student Affairs	Fund Source:	05512/0912
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Contract No. / Contract Title	BCCC-FY26-ITS-001 BlueCat Software Maintenance (EC America, Inc.)		
Description/Remarks: BCCC is entering into a three-year subscription agreement for BlueCat software, which manages its core network infrastructure (DNS, DHCP, and IPAM). The software has been outdated and unsupported for over three years, posing significant operational risks. The new contract includes one year of premier support to assist with upgrading to the latest version and prevent service disruptions. The total cost of \$30,731.29 per year will be invoiced over three fiscal years and is being procured under GSA MAS Contract GS35F-0511T. This agreement ensures network stability and restores access to critical updates and support.			
Procurement Method:	ICPA	Category:	IT Service
Award Amount:	\$92,193.87	Contract Term:	3-year Term
No. of Bids:	N/A	Tax Clearance:	
College Department:	Information Technology Services	Fund Source:	06618 /0862

Contract No. / Contract Title	R95P660001 Juniper Maintenance Support – Year 2 (CDW-G)		
Description/Remarks: This is year 2 of the software support contract for BCCC’s Juniper networking equipment, ending October 24, 2026, is essential for maintaining the College’s network infrastructure. Without current support, the College faces serious risks, including operational outages and unaddressed security vulnerabilities. The Board of Trustees approved the original contract award on March 20, 2024, and is being made through the competitively awarded MEEC Hardware Contract #UMD-972016.			
Procurement Method:	ICPA	Category:	IT Service
Award Amount:	\$75,722.96	Contract Term:	07/01/2025 – 10/24/2026
No. of Bids:	N/A	Tax Clearance:	
College Department:	Information Technology Services	Fund Source:	06618 /0862

**BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEE – FINANCE COMMITTEE
ACTION ITEM**

Contract ID: BCCC-FY26-FA-001
Recovery Select / Tax Select Services

Contract Description: This contract provides verification and validation of student accounts information and issuance of 1098s at the end of each calendar year.

Award: Education Computer Systems, Inc.
Moon Twin Peaks, PA

Contract Term: 11/15/2025-11/14/2028

Contract Amount: \$417,000.00 Not-to-Exceed

Procurement Method: Sole Source

Requesting Remarks: The College requests approval to enter into a contractual agreement with Education Computer Systems, Inc. (ECSI) in the amount referenced above. In accordance with the College’s Procurement Policies and Procedures, this contract is exempt from a formal procurement process under Exclusion 1.3.2.4: “Collaborative undertakings that support the mission of the College.”

This is a sole source contract, selected due to the specialized and mission-critical services provided by ECSI. The company offers a comprehensive platform that supports student financial operations, including tuition tracking, academic credit management, and compliance with IRS tax reporting requirements. These services are essential to maintaining continuity of operations and ensuring accurate and timely support for the student population.

ECSI’s platform includes RefundSelect, a secure and student-friendly refund disbursement solution that allows students to choose how they receive excess financial aid or tuition refunds. This functionality enhances transparency, improves processing efficiency, and ensures compliance with federal financial aid regulations. Additionally, ESCI provides a robust delinquency collection model that facilitates the recovery of outstanding student balances. This model includes automated outreach, payment plan management, and integration with student records to ensure consistent and ethical collection practices. These services help the College maintain financial stability while supporting students in resolving their obligations in a manageable and respectful manner.

Fund Source: Operating

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

**BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEE – FINANCE COMMITTEE
ACTION ITEM**

Contract ID: BCCC-FY26-FA-002
Campus Financial Solutions and Student Support Services

Contract Description: This contract provides cloud-based financial services including student refunds, tuition payment plans, and secure system integrations, supporting operational continuity and student financial services in compliance with data privacy regulations.

Award: TouchNet. Information System Inc.
Lenexa, KS

Contract Term: 12/08/2025 – 12/07/2030

Contract Amount: \$405,000.00 Not-to Exceed

Procurement Method: Sole Source

Description Remarks: The College seeks Board approval to renew its contractual agreement with TouchNet Information Systems, Inc. (TouchNet) for the continued provision of integrated financial and campus commerce services. The College originally entered into a five-year agreement with TouchNet in December 2021 to implement cloud-based solutions that support tuition payments, student refunds, and payment plan management. These services are critical to the College’s financial operations and student support systems. The TouchNet platform integrates directly with the College’s Student Information System, ensuring secure and efficient processing of student financial transactions. The contract is exempt from formal procurement under Exclusion 1.3.2.4: “Collaborative undertakings that support the mission of the College.”

Renewal of this agreement will ensure continuity of service, compliance with data privacy regulations, and ongoing support for students in managing their financial obligations. TouchNet’s platform includes eRefunds Processing Services, which enable secure disbursement of financial aid and refunds, and Payment Plans Plus Services, which support student tuition payment plans and delinquency management. The agreement also includes TouchNet Ready Integrations for seamless connection with the College’s Student Information System. TouchNet maintains compliance with FERPA, PCI DSS, GLBA, and other privacy regulations, ensuring secure handling of student data. Approval of this agreement will ensure continuity of financial operations and enhance service delivery to students.

Fund Source: Operating

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



Monthly Financial Performance Snapshot Report
Appropriation Year 2026
as of September 2025

Total Revenue by Appropriated Fund

Revenue Fund	Budget AY26	Monthly Budget AY26 YTD	Actuals FY26	Actuals AY25	Net Change
General (Unrestricted)	64,985,412	16,696,353	\$ 21,598,636	20,567,197	1,031,439
Restricted	30,610,084	7,652,521	\$ 14,333,795	6,302,898	8,030,897
Total Revenue AY25	95,595,496	24,348,874	35,932,431	26,870,095	9,062,336

Year-over-Year (YoY) Expense Comparison

Expense Fund	Budget AY26	Monthly Budget AY26 YTD	Actuals FY26	Actuals AY25	Net Change
General (Unrestricted)	64,985,412	16,696,353	\$ 10,088,321	11,292,556	-1,204,236
Restricted	30,610,084	7,652,521	\$ 4,231,559	5,125,538	-893,979
Total Expenses	95,595,496	24,348,874	14,319,879	16,418,094	-2,098,215

	Budget AY26	Monthly Budget AY26 YTD	Actuals FY26	Actuals AY25	Net Change
Net Surplus	0	0	21,612,552	10,452,000	11,160,551

Year-over-Year (YoY) Revenue Comparison

Revenue Sources	Budget AY26	Monthly Budget AY26 YTD	Actuals FY26	Actuals AY25	Net Change
Unrestricted Revenues	64,985,412	16,696,353	21,598,636	20,567,197	1,031,439
Board of Estimates - Unrestricted	600,000	600,000	0	0	0
Bookstore Revenue	935,233	233,808	932,963	638,048	294,914
Consolidated Fees	900,000	225,000	575,419	510,435	64,984
Credit Tuition	9,443,275	2,360,819	5,019,793	4,985,540	34,252
Facilities Capital Fees	109,971	27,493	62,139	48,829	13,310
Investment Income	501,218	125,305	466,264	454,372	11,891
Local Contract	0	0	0	189,524	-189,524
Non-Credit Fee Revenue	508,440	127,110	119,418	463,818	-344,400
Non-Credit Tuition	621,170	155,293	148,650	584,340	-435,690
Other Fee Revenue	0	0	5,167	9,408	-4,241
Other Revenue	0	0	1,089,740	1,355	1,088,385
Parking and Transportation	44,719	11,180	1,803	3,699	-1,896
Real Estate Lease Income	1,402,760	350,690	472,200	94,027	378,174
Registration Fee	299,995	74,999	192,842	138,138	54,704
State Appropriation	48,367,088	12,091,772	12,091,772	12,070,056	21,716
Student Activities	160,559	40,140	0	25	160,534
Technology Fees	700,000	175,000	383,730	340,290	43,440
Tower Rental Income	131,092	32,773	22,569	22,040	529
Transcripts	49,059	12,265	9,927	9,773	154
Vending Machine Commission	0	0	4,241	3,479	762
WBJC Asset Agreement	210,833	52,708	0	0	0
Restricted Revenues	30,610,084	7,652,521	14,333,795	6,302,898	8,030,897
Deferred Maintenance	10,000,000	2,500,000	4,314,698	0	4,314,698
COVID Relief	0	0	0	0	0
Federal Grants	12,022,898	3,005,725	7,092,874	2,432,146	4,660,729
Indirect Cost - Other	117,800	29,450	0	0	0
Other Restricted Revenue	0	0	10,902	6,660	4,242
Private Gifts, Grants & Contracts	124,710	31,178	0	0	0
RYP - Artworks	0	0	0	0	0
State and Local Grants	5,502,979	1,375,745	1,115,137	1,169,696	-54,559
WBJC	2,841,697	710,424	1,800,184	2,694,396	-894,212
Total Revenue AY26	95,595,496	24,348,874	35,932,431	26,870,095	9,062,337



Monthly Financial Performance Snapshot Report
Appropriation Year 2026
as of September 2025

Expenditure by Category

Description	Object	Actuals FY26	Actuals AY25	Net Change	Percentage Change
Labor: PIN Salaries	01	6,889,797	7,016,799	-127,002	-1.8%
Labor: Contractual Employees	02	1,957,130	1,797,151	159,979	8.9%
Communications	03	11,124	48,713	-37,590	-77.2%
Travel	04	7,452	104,496	-97,044	-92.9%
Utilities	06	382,148	265,848	116,300	43.7%
Motor Vehicle	07	6,441	6,716	-275	-4.1%
Contractual Services	08	890,603	1,235,699	-345,096	-27.9%
Supplies	09	178,417	1,563,865	-1,385,448	-88.6%
Replacement Equipment	10	51,132	12,611	38,520	305.4%
New Equipment	11	468	71,225	-70,757	-99.3%
Scholarships and Fellowships	12	3,075,614	4,051,494	-975,881	-24.1%
Fixed Expenses	13	1,037,811	243,477	794,334	326.2%
Deferred Maintenance	14	-168,256	0	-168,256	0.0%
Total Expenses AY26		14,319,879	16,418,094	-2,098,215	-12.8%

Current Expenses by Division

Division	Budget AY26	Actuals FY26	Actuals AY25	Net Change	Percentage Change
Academic Affairs	25,527,172	3,676,097	4,038,851	-362,754	-9.0%
Administration & Finance	26,411,603	2,539,924	3,788,996	-1,249,073	-33.0%
Advancement & Strategic Partners	1,926,509	179,149	198,929	-19,780	-9.9%
College Wide	-1,363,427	213,133	-373,903	587,036	-157.0%
Information Technology	5,536,226	888,361	1,239,248	-350,887	-28.3%
Institutional Research & Strategic Priorities	1,301,848	192,471	169,061	23,410	13.8%
President's Office (Executive)	2,150,793	399,249	311,079	88,170	28.3%
Student Affairs	17,469,915	4,723,277	5,636,920	-913,643	-16.2%
WBJC	2,144,518	224,276	258,487	-34,211	-13.2%
WDCED	14,490,338	1,283,942	1,150,426	133,517	11.6%
Total Expenditures	95,595,495	14,319,879	16,418,094	-2,098,215	-12.8%

FY	26	26	25	25
Program	Budget	Expenditures	Budget	Expenditures
Academic Support	7,720,661	1,056,334	6,779,657	1,297,417
Auxiliary Enterprises	5,520,185	903,499	5,837,611	1,836,237
Institutional Support	12,670,278	3,039,076	17,038,345	2,800,596
Instruction	32,887,125	3,405,429	29,023,565	3,397,719
Operations & Maintenance	17,856,150	1,399,767	10,064,563	1,545,284
Scholarships	9,202,100	3,091,153	12,143,347	4,116,428
Service	2,144,518	224,276	2,075,968	258,487
Student Services	7,594,479	1,200,345	6,599,932	1,165,926
Grand Total	95,595,495	14,319,879	89,562,988	16,418,094