
BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE
FINANCE COMMITTEE

AGENDA | 8:00 AM November 13, 2025 (Virtual Zoom Meeting)

Meeting Link: <https://bccc-edu.zoom.us/j/83628266613?pwd=ggiKjVnfmJyiEee8U5xkeEQCVnv9XN.1&from=addon>

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> Dr. Wayne Rose, <i>CIO</i> Mr. Michael Thomas, <i>Vice President</i> WDCE
a.	Nutanix Hyperconverged server and software support (Applied Technology Service)	\$77,967.00	
b.	Anti-Plagiarism Software Renewal (Turnitin, LLC)	\$63,721.42 (3-Year Term)	
c.	Unified Support Services (Microsoft)	\$51,321.00	
d.	Strategic Planning Online Platform (Cordance Operations, Inc.)	\$27,734.00 (Year 2)	
e.	Transportation for Refugee Youth (Mr. Tim's Bus Rides, LLC)	\$98,000.00	
IV.	Pre- Approval for Procurement(s) (Vote)		Dr. Roger Ward, <i>Vice Chair</i> Dr. Debra L. McCurdy, <i>President</i> Mr. Michael Thomas, <i>Vice President</i> WDCE
a.	Management Services (International Rescue Committee)	\$627,224.00	
V.	Approvals for Procurement(s) (Vote)		Dr. Roger Ward, <i>Vice Chair</i> Dr. Debra L. McCurdy, <i>President</i> Mr. Michael Thomas, <i>Vice President</i> WDCE Dr. Wayne Rose, <i>CIO</i>
a.	Facilities Master Plan (Noelker and Hull Associates)	\$154,563.00	
b.	WDCE Books (Barnes & Noble)	\$100,423.76 \$136,123.00	
c.	Banner Annual Renewal Maintenance Software (Ellucian LLC)	\$770,680.00	
d.	Argos Licenses (Evisions, LLC)	\$102,985.00 (3-Year Term)	

VI. Finance Update (Informational)

Dr. Roger Ward, *Vice Chair*
Dr. Debra L. McCurdy,
President
Mr. Brandon Cohen, *Director of*
Budgets (Chief Budget Officer)

VII. Motion for Adjournment (Vote)

Dr. Roger Ward, *Vice Chair*

PROCUREMENT AWARDS
Contracts, Modifications, and Renewals Options
\$25,000 to \$99,999

Contract No. / Contract Title	R95P660106 Nutanix Hyperconverged Server and Software Support (Applied Technology Services)		
Description/Remarks: This item is a renewal of support services for technical assistance and equipment coverage on servers and data center software support. The original purchase was made through the Maryland Department of Information Technology statewide master contract (060B2490021).			
Procurement Method:	ICPA – MD DOIT	Category:	IT Hardware
Award Amount:	\$77,967.00	Contract Term:	1 Year
No. of Bids:	N/A	Tax Clearance:	25-4450-1100
College Department:	Information Technology Services	Fund Source:	06618 / 0858

Contract No. / Contract Title	BCCC-FY26-AA-003 Anti-Plagiarism Software (Turnitin, LLC)		
Description/Remarks: This is a three-year contract for anti-plagiarism software that integrates with the College’s learning management system (LMS). The software helps ensure academic integrity by checking student submissions against source materials, based on parameters set by faculty. This procurement is being conducted as a sole source due to required compatibility with the existing LMS.			
Procurement Method:	Sole Source	Category:	IT Software as a Service (SaaS)
Award Amount:	\$63,721.42 (\$20,212.98; \$21,223.63; \$22,284.81)	Contract Term:	3 Years
No. of Bids:	N/A	Tax Clearance:	25-4451-0000
College Department:	Academic Affairs	Fund Source:	04427 / 0858

Contract No. / Contract Title	Microsoft Enterprise Support Services (Microsoft)		
Description/Remarks: This contract is for Microsoft technical support and professional modernized guidance to align institutional technology enterprise. This is purchased through the Maryland Educational Enterprise Consortium.			
Procurement Method:	ICPA- MEEC	Category:	IT Support Services
Award Amount:	\$51,321.00	Contract Term:	1 Year
No. of Bids:	N/A	Tax Clearance:	
College Department:	Information Technology Services	Fund Source:	06618 / 0858

Contract No. / Contract Title	R95P6600112 Strategic Planning Online Platform Software- Year 2 (Cordance Operations, Inc.)		
Description/Remarks: This is the second year of a three-year contract for BCCC’s SPOL Assessment, Planning, and Budgeting Modules. These tools support development of the 2024–2029 Strategic Plan, fulfill realignment task #12, and ensure compliance with Middle States Commission on Higher Education (MSCHE) Standard VI.			
Procurement Method:	Release	Category:	Software as a Service
Award Amount:	\$27,734.00	Contract Term:	9/5/2025-9/04/2026
No. of Bids:	N/A	Tax Clearance:	25-4440-1000
College Department:	Institutional Effectiveness, Research & Planning	Fund Source:	06655 / 0872

Contract No. / Contract Title	R95P66000111 Transportation for Refugee (Mr. Tim’s Bus Rides, LLC)		
Description/Remarks: The contractor is a pre-approved vendor under the MORA grants issued by the Maryland Department of Human Services and cannot be awarded to another vendor utilizing these grant funds; therefore making this a sole source. Mr. Tim’s Bus Services was approved to provide transportation services under the two (2) grants servicing the Refugee Youth Program overseen by the College.			
Procurement Method:	Sole Source	Category:	Services
Award Amount:	\$98,000.00	Contract Term:	1 Year
No. of Bids:	N/A	Tax Clearance:	25-4442-0110
College Department:	WDCE	Fund Source:	E9065: E9325 / 0410

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

Contract ID: BCCC-FY26-WDCE-004

Contract Description: This contract provides case management and wraparound services such as healthcare, education support for children, and aims to empower individuals and marginalized communities to achieve self-reliance.

Award: International Rescue Committee
New York, New York 10168

Contract Term: 12/1/2025-9/30/2026

Contract Amount: \$627,224.00 Not-to-Exceed

Procurement Method: Sole Source

Requesting Remarks: The College seeks pre-approval to enter into a contractual agreement with the International Rescue Committee (IRC) for the amount noted above. Under the College’s Procurement Policies and Procedures, this contract is exempt from formal procurement per Exclusion 1.3.2.4: “Collaborative undertakings that support the mission of the College.”

This is a sole source contract due to IRC’s unique qualifications and mission-critical services. IRC is the largest resettlement agency in Maryland, with extensive experience and infrastructure in Baltimore City and surrounding counties. It provides comprehensive case management and wraparound services—including healthcare, education support, and programs that promote self-reliance for marginalized communities. IRC also addresses systemic inequalities impacting women, girls, and underserved populations.

Through its Refugee Youth Project (RYP), IRC delivers direct referrals and coordinated services that support BCCC’s RYP, SOR, and ESOL programs. Its proven success in refugee resettlement, deep community partnerships, and unmatched capacity make IRC an indispensable partner for the College.

Fund Source: Grant Funded

Tax Clearance: 25-4441-0110

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: R95P6600113
Facilities Master Plan

Contract Description: This is task order from Architectural & Engineering contract to update the College's facilities master plan.

Contractor: Noelker and Hull Associates, Inc.
Frederick, MD

Contract Term: 90 Calendar Days from NTP

Contract Amount: \$154,563.00

Procurement Method: Task Order Release

Description Remarks: This is a task order under the A/E services with Noelker and Hull, from the BCCC A/E Task Order Contract for Architectural and Engineering services. It is being funded with planning funds from the operating budget as required.

The services that will be provided include the following:

- Update the master plan for submission to DBM and MHEC
- Evaluate campus mechanical, electrical and plumbing systems, and campus utility infrastructure
- Update campus planning documents to include new construction and
- campus alterations since the 2019 plan
- Update proposed campus projects based on current planning goals

This contract will meet the State of Maryland's requirement for an agency or institution of higher education to produce a 10-year Facilities Master Plan, which is updated every 5 years in accordance with the DBM Master Planning Guide

(<https://dbm.maryland.gov/budget/Documents/Capital%20Budget/Information%20for%20Agencies/FacilitiesMasterPlan.pdf>). This document will serve as a guide for the capital budget requests that the College makes to the State annually as part of the Capital Budget process. An updated master plan is necessary to document the mission and vision of the institution as well as the sequence of capital improvements that will be requested. The previous FMP was written by the same firm, Noelker and Hull, starting in 2019, and was finalized and approved by the BOT in October 2020. At this time, the Maryland Higher Education Commission (MHEC) and the Department of Budget and Management (DBM) both require and have been requesting updates on when the 5-year master plan will be produced and enforced. The contract is required to meet the state's requirements for receiving capital budget funding and will serve as a guide for the institution.

Fund Source: Operating **Tax Clearance:** 25-4472-0111

BOARD OF TRUSTEES ACTION

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

Contract ID: WDCE Books

Contract Description: Purchase of books for Fall semester for classes provided under various program by Workforce Development and Continuing Education.

Award: Barnes and Noble College

One Time Purchase Amount: \$100,423.76
\$136,123.00

Description Remarks: Retroactive approval is being requested for the purchase of textbooks by the Workforce Development and Continuing Education (WDCE) division for Fall semester classes to ensure students had required instructional materials for timely course delivery.

Fund Source: Grant Funded: \$225,862.76 / Unrestricted Funds: \$9,985.00

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: R95B1600001
Enterprise Resource Planning System

Contract Description: Campus-wide enterprise resource planning (ERP) implementation of an integrated software suite that will allow the College to perform its functions on one platform.

Contract Modification: Exercise the final renewal of the contract and remove one of the modules that is no longer being supported by the company.

Award: Ellucian Company, LP
Reston, VA

Original Contract Term: 11/19/2020-11/30/2025

Modified Contract Term: 11/19/2020 – 11/30/2026

Original Contract Amount: \$5,612,271.00 (Base Term)
Previous Renewals: \$ 758,859.00 (Renewal Option Year 1)
\$ 782,267.00 (Renewal Option Year 2)

Modified Amount: \$ 770,680.00 (Renewal Option Year 3)

Original Renewal: \$ 806,422.00 **Modification:** \$35,742.00

Revised Total Contract Amount: \$7,924,077.00

Procurement Method: Competitive Sealed Proposal

Requesting Remarks: The College seeks approval to exercise the final renewal of its Enterprise Resource Planning (ERP) system contract with Ellucian Company LP. This renewal includes annual software maintenance and HX system integration. The contract also be modified to remove a module no longer supported by Ellucian, resulting in a cost reduction for this renewal.

Per the Maryland Board of Public Works delegation, only Board of Trustees approval is required for renewals under this contract.

Fund Source: General Operating Funds

BOARD OF TRUSTEES ACTION

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WITHOUT DISCUSSION

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

Contract ID: BCCC-FY26-ITS-002
Argos Licenses

Contract Description: Three year contract agreement for Argos reporting software.

Award: Evisions, LLC
Irvine, CA

Contract Term: 12/01/2025-11/30/2028

Contract Amount: \$102,985.00

Procurement Method: Sole Source

Description Remarks: The College requests approval to enter a contract with Evisions, LLC for Argos software. Argos is a reporting and analytics solution designed to integrate with the College's enterprise systems, providing secure, real-time access to data for operational and strategic decision-making. This tool will enhance reporting capabilities across departments, improve compliance, and support data-driven planning.

Evisions' proprietary tools and established support model make it the only vendor capable of delivering these mission-critical services within the required timeframe and technical parameters. Evisions software is already fully integrated with the College's existing ERP system, providing essential functionality for reporting, compliance, and institutional data management. Because of this integration, no other vendor can deliver the same level of compatibility without significant disruption to current operations.

Replacing Evisions would require extensive redevelopment, data migration, and retraining, resulting in increased costs and operational risk. Its proprietary tools and established support model make Evisions the only vendor capable of maintaining continuity and meeting compliance requirements within the existing ERP environment.

Fund Source: Operating

BOARD OF TRUSTEES ACTION

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DISAPPROVED

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WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION



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

Total Revenue by Appropriated Fund

Revenue Fund	Budget AY26	Actuals FY26	Actuals AY25	Net Change
General (Unrestricted)	64,985,412	\$ 32,514,323	33,043,027	-528,704
Restricted	30,610,084	\$ 15,766,630	7,860,500	7,906,130
Total Revenue AY25	95,595,496	48,280,953	40,903,527	7,377,426

Year-over-Year (YoY) Expense Comparison

Expense Fund	Budget AY26	Actuals FY26	Actuals AY25	Net Change
General (Unrestricted)	64,985,412	\$ 14,811,833	15,634,530	-822,697
Restricted	30,610,084	\$ 6,381,480	6,935,185	-553,704
Total Expenses	95,595,496	21,193,313	22,569,714	-1,376,401

	Budget AY26	Actuals FY26	Actuals AY25	Net Change
Net Surplus	0	27,087,639	18,333,813	8,753,826

Year-over-Year (YoY) Revenue Comparison

Revenue Sources	Budget AY26	Actuals FY26	Actuals AY25	Net Change
Unrestricted Revenues	64,985,412	32,514,323	33,043,027	-528,704
Board of Estimates - Unrestricted	600,000	0	0	0
Bookstore Revenue	935,233	900,202	729,990	170,212
Consolidated Fees	900,000	545,509	455,895	89,614
Credit Tuition	9,443,275	4,793,115	4,571,425	221,690
Facilities Capital Fees	109,971	59,653	45,221	14,432
Investment Income	501,218	663,084	680,122	-17,038
Local Contract	0	0	189,524	-189,524
Non-Credit Fee Revenue	508,440	118,518	521,178	-402,660
Non-Credit Tuition	621,170	148,120	667,840	-519,720
Other Fee Revenue	0	10,757	11,958	-1,202
Other Revenue	0	11,975	2,015	9,960
Parking and Transportation	44,719	1,937	4,750	-2,813
Real Estate Lease Income	1,402,760	472,200	531,702	-59,502
Registration Fee	299,995	197,522	142,922	54,600
State Appropriation	48,367,088	24,183,544	24,140,112	43,432
Student Activities	160,559	0	25	
Technology Fees	700,000	363,790	303,930	59,860
Tower Rental Income	131,092	28,803	28,093	710
Transcripts	49,059	12,356	12,091	265
Vending Machine Commission	0	3,238	4,233	-996
WBJC Asset Agreement	210,833	0	0	0
Restricted Revenues	30,610,084	15,766,630	7,860,501	7,906,129
Deferred Maintenance	10,000,000	4,314,698	0	4,314,698
COVID Relief	0	0	0	0
Federal Grants	12,022,898	7,899,824	2,795,906	5,103,917
Indirect Cost - Other	117,800	0	0	0
Other Restricted Revenue	0	24,536	6,740	17,796
Private Gifts, Grants & Contracts	124,710	0	0	0
RYP - Artworks	0	0	0	0
State and Local Grants	5,502,979	1,503,762	2,183,696	-679,934
WBJC	2,841,697	2,023,810	2,874,158	-850,349
Total Revenue AY26	95,595,496	48,280,953	40,903,528	7,377,425

Expenditure by Category

Description	Object	Actuals FY26	Actuals AY25	Net Change	Percentage Change
Labor: PIN Salaries	01	9,901,686	9,937,301	-35,615	-0.4%
Labor: Contractual Employees	02	3,177,826	2,797,373	380,453	13.6%
Communications	03	90,541	13,273	77,268	582.1%
Travel	04	59,494	98,017	-38,523	-39.3%
Utilities	06	638,949	457,667	181,282	39.6%
Motor Vehicle	07	6,478	30,951	-24,473	-79.1%
Contractual Services	08	1,475,128	1,717,225	-242,098	-14.1%
Supplies	09	331,881	1,919,177	-1,587,296	-82.7%
Replacement Equipment	10	52,282	22,362	29,920	133.8%
New Equipment	11	1,333	71,225	-69,892	-98.1%
Scholarships and Fellowships	12	4,536,026	5,231,953	-695,927	-13.3%
Fixed Expenses	13	1,369,754	272,182	1,097,573	403.3%
Deferred Maintenance	14	-448,065	1,009	-449,074	-44520.9%
Total Expenses AY26		21,193,313	22,569,714	-1,376,401	-6.1%

Current Expenses by Division

Division	Budget AY26	Actuals FY26	Actuals AY25	Net Change	Percentage Change
Academic Affairs	25,527,172	5,284,132	5,369,227	-85,095	-1.6%
Administration & Finance	26,411,603	3,534,029	5,264,914	-1,730,886	-32.9%
Advancement & Strategic Partners	1,926,509	255,884	267,662	-11,778	-4.4%
College Wide	-1,363,427	886,792	-159,173	1,045,965	-657.1%
Information Technology	5,536,226	1,274,418	1,612,062	-337,644	-20.9%
Institutional Research & Strategic Priorities	1,301,848	262,979	237,258	25,721	10.8%
President's Office (Executive)	2,150,793	487,763	389,085	98,678	25.4%
Student Affairs	17,469,915	6,900,236	6,952,603	-52,368	-0.8%
WBJC	2,144,518	389,550	361,157	28,393	7.9%
WDCED	14,490,338	1,917,532	2,274,919	-357,387	-15.7%
Total Expenditures	95,595,495	21,193,313	22,569,714	-1,376,401	-6.1%

FY	26	26	25	25
Program	Budget	Expenditures	Budget	Expenditures
Academic Support	7,720,661	1,513,734	6,779,657	1,710,077
Auxiliary Enterprises	5,520,185	1,107,751	5,837,611	2,368,552
Institutional Support	12,670,278	4,515,489	17,038,345	3,872,197
Instruction	32,887,125	5,291,827	29,023,565	5,167,714
Operations & Maintenance	17,856,150	2,011,144	10,064,563	2,220,816
Scholarships	9,202,100	4,684,957	12,143,347	5,226,820
Service	2,144,518	389,550	2,075,968	361,157
Student Services	7,594,479	1,678,863	6,599,932	1,642,381
Grand Total	95,595,495	21,193,313	89,562,988	22,569,714