
BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE
FINANCE COMMITTEE

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

Meeting Link: <https://bccc-edu.zoom.us/j/81144268609?pwd=KVI4LHJNSo9u1749udbxsAy9Y1LZsv.1&from=addon>

-
- | | |
|--|---|
| 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. Procurements 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</i>
Mr. Ishwor Aryal, <i>Director - ERP</i> |
| a. 25Live (CollegeNet) \$61,237.54 | |
| b. Microsoft Unified (Microsoft Corporation) \$51,195.00 | |
| c. Access Codes (Vital Sources) \$38,551.31 | |
| d. Trio Bound – New York Trip
(Green Light Tour and Travel) \$33,495.00 | |
| e. Access Codes (McGraw Hill Education Inc) \$28,500.00 | |
| f. STEM Programs (Let's Go Boys & Girls) \$27,000.00 | |
| g. Physical Education Roof Design
(Noelker & Hull) \$44,577.00 | |
| h. Computer Towers (Dell) \$29,400.00 | |
| IV. Procurement(s) exceeding \$100,000 (Vote) | Mr. Kurt L. Schmoke, <i>Chair</i>
Dr. Debra L. McCurdy, <i>President</i>
Mr. Michael Thomas, <i>VP - WDCE</i>
Ms. Anna Lansaw, <i>Director</i>
Ms. Eileen Waitsman, <i>Controller</i> |
| a. Auditing Services (SB & Company) \$ 173,148.44 | |
| b. Main Building Bathroom Renovations \$1,671,732.39 | |
| 4 bathrooms on the Ground Floor | |
| 4 Bathrooms on the 1 st Floor | |
| 4 Bathrooms on the 2 nd Floor | |
| 2 Bathrooms on the 3 rd Floor | |
| V. Finance Update (Informational) | Mr. Kurt L. Schmoke, <i>Chair</i>
Dr. Debra L. McCurdy, <i>President</i>
Mr. Richard Walsh, <i>Senior BA</i> |
| VI. Motion for Adjournment (Vote) | Mr. Kurt L. Schmoke, <i>Chair</i> |

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

Contract No. / Contract Title	R95B5600017 25Live (CollegeNet)		
Description/Remarks:	This is a continuous software maintenance contract for two-and-a-half-year contract for 25Live. 25Live is a management and scheduling program that allows staff to manage events at the College. It allows users to post class and event data to designate specific classrooms. CollegeNet is the only manufacturer and distributor of this product. This software is the only product of its kind that is compatible with the Banner ERP system and has already been integrated into the College's ERP system.		
Procurement Method:	Sole Source	Category:	IT Services
Award Amount:	\$61,237.54	Contract Term:	01/01/2025 – 06/30/2027
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Information Technology Services	Fund Source:	06618 / 0852

Contract No. / Contract Title	R95P5600231 Microsoft Unified (Microsoft Corporation)		
Description/Remarks:	This is for Microsoft Unified support services. It includes defined 24/7 technical support and service level agreements, escalation management, IT Health, Advisory Support, and Technical Training for any Microsoft products that BCCC licenses. This service supports all BCCC's infrastructure (servers, authentication, email, telephony) that runs on Microsoft services, and without a support agreement. This is through the Maryland Educational Enterprise Consortium.		
Procurement Method:	ICPA – MEEC	Category:	IT Services
Award Amount:	\$51,195.00	Contract Term:	12/19/2024 – 12/18/2025
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Information Technology Services	Fund Source:	06618/0852

Contract No. / Contract Title	R95P5600238 Access Codes (Vital Sources LLC)		
Description/Remarks:	Access codes needed for the Spring 2025 semester. Textbooks are exempt from a formal procurement process as these are for retail purposes.		
Procurement Method:	Exempt	Category:	Commodities
Award Amount:	\$38,551.31	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Finance & Administration	Fund Source:	08801 / 0951

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

Contract No. / Contract Title	R95P5600245 TRIO – Trip to New York (Green Light Tour and Travel, LLC)		
Description/Remarks: This is a grant funded trip provided to the students enrolled in TRIO. This trip is excluded from a formal procurement process as it falls under curriculum activities for students.			
Procurement Method:	Exempt	Category:	Services
Award Amount:	\$33,495.00	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Student Affairs	Fund Source:	03352/0916

Contract No. / Contract Title	R95P5600233 Access Codes (McGraw-Hill Education Inc)		
Description/Remarks: Access codes needed for the Spring 2025 semester. Textbooks are exempt from a formal procurement process as these are for retail purposes.			
Procurement Method:	Exempt	Category:	Commodities
Award Amount:	\$28,500.00	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Finance & Administration	Fund Source:	08801 / 0951

Contract No. / Contract Title	R95P5600218 STEM Programs (Let’s Go Boys & Girls)		
Description/Remarks: Contract is to provide STEM programs for refugee youth programs under the various MORA grants that have been provided to the College. Contractor is pre-approved to provide these programs.			
Procurement Method:	Sole Source	Category:	Services
Award Amount:	\$27,000.00	Contract Term:	10/01/2024-09/30/2025
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	WDCE	Fund Source:	E9065/E9081 - 0812

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

Contract No. / Contract Title	R95P5600279 Design Services for Physical Education Roof Replacement (Noelker and Hall)		
Description/Remarks: This is assigned task order under the Architectural and Engineering contract for design services to replace the roof on the Physical Education building			
Procurement Method:	Task Order	Category:	A & E
Award Amount:	\$44,577.00	Contract Term:	3-month
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Facilities	Fund Source:	07706/ 0873

Contract No. / Contract Title	R95P5600282 Computer Towers (Dell)		
Description/Remarks: Ordering 21 computer towers to replace the ones damaged in the LSB Fire. These are being ordered through Maryland Educational Enterprise Consortium (MEEC) hardware contract.			
Procurement Method:	ICPA	Category:	Commodity
Award Amount:	\$29,400	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Information Technologies Services	Fund Source:	06618 / 1134

**BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEE – FINANCE COMMITTEE
ACTION ITEM
February 13, 2025**

Contract ID: R95B5600018
Auditing Services (Statewide Contract)

Contract Description: This contract provides the College with auditing services established under the statewide audit contract for all state agencies including the higher education.

Awardee: SB & Company, LLP; Owings Mills, MD
(MBE) (Certified Small Business)

Contract Award: \$173,148.44

Contract Term: 03/01/2025 - 02/28/2030

Procurement Method: Task Order (Statewide Contract)

MBE Goal: 35%

Requesting Remarks: The Comptroller's General Accounting Division is responsible for maintaining the State's accounting records and producing the Annual Comprehensive Financial Report. An audit of the State's financial reports must be conducted each year by an independent accounting firm and an opinion must be provided by the independent auditor as to whether the financial statements were prepared in accordance with Generally Accepted Accounting Principles and fairly represent the financial condition of the State of Maryland. The State's ability to obtain and maintain an AAA bond rating is closely tied to the Comptroller's ability to produce quality financial statements and the receipt of an unmodified opinion from our independent auditor.

Under the statewide contract that was awarded on February 12, 2025, SB & Company was awarded a 5-year engagement to perform all auditing services for the College and the WBJC radio station.

The engagement will include the following audits (annually):

- College's Financial Statements
- WBJC Radio Station Financial Statements
- 2 C.F.R. 200 Audit (Single Audit)
- Enrollment Opinion
- Annual Financial Report, CC-4 Form
- Annual Financial Report, CPB Form (WBJC Compliance)

Fund Source: 100% Operation Fund

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
February 13, 2025**

Contract ID: Main Building Bathroom Renovations

Contract Description: This contract provides for a contractor to renovate the bathrooms in the main building on the Liberty campus.

Awardee: Centennial Contractors Enterprises, Inc

Contract Amount: \$1,671,732.39

Contract Term: 270 calendar days from Notice to Proceed

Procurement Method: Task Order (DGS Contract)

MBE Goal: 30%

Requesting Remarks: The College seeks approval to proceed with the contract award under the Maryland Department of General Services (DGS) Job-Order Contract (JOC) awarded to Gordian Company for the renovation of 14 bathrooms in the main building, ensuring they meet current codes.

The scope of work encompasses a complete renovation of the bathrooms, including the removal of existing fixtures and tiles. The project will expand the stalls to ensure ADA compliance and add changing tables for children. The renovated bathrooms will feature a modern look and feel.

DGS, in collaboration with Gordian, has designated Centennial Contractors Enterprises, Inc. to perform the work for this project. Centennial Contractors has committed to exceeding the assigned MBE goal of 30% by allocating 50% of the work to MBE subcontractors.

This contract award is contingent upon approval from both the Maryland Department of General Services and the Maryland Board of Public Works.

Fund Source: Deferred Maintenance

BOARD OF TRUSTEES ACTION

THIS ITEM WAS:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION



Monthly Financial Performance Snapshot Report
Appropriation Year 2025
as of February 2025

Total Revenue by Appropriated Fund

Revenue Fund	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
General (Unrestricted)	64,898,547	31,143,382	\$ 52,558,232	51,112,655	1,445,578
Restricted	21,610,084	8,925,233	\$ 14,487,288	16,602,232	-2,114,944
Total Revenue AY25	86,508,631	40,068,615	67,045,521	67,714,887	-669,366

Year-over-Year (YoY) Expense Comparison

Expense Fund	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
General (Unrestricted)	64,898,547	31,143,382	\$ 32,337,057	30,408,893	1,928,163
Restricted	21,610,084	8,925,233	\$ 8,892,106	12,285,382	-3,393,277
Total Expenses	86,508,631	40,068,615	41,229,162	42,694,276	-1,465,113

	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
Net Surplus	0	0	25,816,358	25,020,611	795,747

Year-over-Year (YoY) Revenue Comparison

Revenue Sources	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
Unrestricted Revenues	65,088,071	31,143,382	52,558,232	51,112,654	1,445,577
Board of Estimates - Unrestricted	600,000	250,000	0	600,000	-600,000
Bookstore Revenue	935,232	389,680	1,245,222	889,300	355,923
Consolidated Fees	1,050,559	437,733	947,895	883,488	64,407
Credit Tuition	9,251,716	3,854,882	8,758,450	7,185,441	1,573,009
Facilities Capital Fees	109,971	45,821	95,282	85,492	9,790
Investment Income	514,604	214,418	1,391,983	1,232,934	159,048
Local Contract	189,524	78,968	189,524	0	189,524
Non-Credit Fee Revenue	420,610	175,254	910,510	337,506	573,004
Non-Credit Tuition	750,000	312,500	723,580	396,820	326,760
Other Fee Revenue	0	0	19,132	5,409	13,723
Other Revenue	0	0	-31,946	-115,306	83,360
Parking and Transportation	34,719	14,466	6,392	9,048	-2,657
Real Estate Lease Income	1,569,908	654,128	1,114,834	1,276,252	-161,418
Registration Fee	299,995	124,998	275,990	204,412	71,578
State Appropriation	48,280,224	24,140,112	36,210,168	37,368,535	-1,158,367
Technology Fees	700,000	291,667	631,930	589,134	42,796
Tower Rental Income	131,092	54,622	44,611	142,499	-97,888
Transcripts	39,084	16,285	19,332	17,530	1,802
Vending Machine Commission	0	0	5,343	4,160	1,183
WBJC Asset Agreement	210,833	87,847	0	0	0
Restricted Revenues	21,420,560	8,925,233	14,487,288	16,602,232	-2,114,944
Deferred Maintenance	0	0	0	2,091,702	-2,091,702
COVID Relief	0	0	0	3,820,165	0
Federal Grants	14,266,708	5,944,462	7,455,118	6,251,117	1,204,001
Indirect Cost - Other	117,800	49,083	0	0	0
Other Restricted Revenue	0	0	63,452	125,919	-62,467
Private Gifts, Grants & Contracts	495,167	206,320	0	0	0
RYP - Artworks	0	0	0	3,500	0
State and Local Grants	4,874,323	2,030,968	3,506,900	2,996,284	510,615
Student Activities	0	0	25	0	25
WBJC	1,666,562	694,401	3,461,794	1,313,544	2,148,249
Total Revenue AY25	86,508,631	40,068,615	67,045,520	67,714,886	-669,366

Expenditure by Category

Description	Object	AY25 YTD	AY24 YTD	Net Change	Percentage Change
Labor: PIN Salaries	01	19,914,153	19,096,487	817,666	4.3%
Labor: Contractual Employees	02	4,839,727	4,058,420	781,307	19.3%
Communications	03	21,661	46,966	-25,305	-53.9%
Travel	04	145,869	129,864	16,005	12.3%
Utilities	06	895,398	742,431	152,967	20.6%
Motor Vehicle	07	71,693	141,073	-69,380	-49.2%
Contractual Services	08	3,714,446	3,532,241	182,206	5.2%
Supplies	09	4,039,196	2,808,840	1,230,356	43.8%
Replacement Equipment	10	22,606	918,095	-895,490	-97.5%
New Equipment	11	74,601	613,567	-538,966	-87.8%
Scholarships and Fellowships	12	5,710,325	7,753,602	-2,043,276	-26.4%
Fixed Expenses	13	1,774,003	1,652,964	121,039	7.3%
Deferred Maintenance	14	5,485	1,199,727	-1,194,242	-99.5%
Total Expenses AY25		41,229,162	42,694,276	-1,465,113	-3.4%

Current Expenses by Division

Division	Budget	AY25 YTD	AY24 YTD	Net Change	Percentage Change
Academic Affairs	21,425,318	10,200,980	10,988,091	-787,111	-7.2%
Administration & Finance	17,400,053	10,383,835	10,011,685	372,150	3.7%
Advancement & Strategic Partners	1,512,726	552,557	464,513	88,044	19.0%
College Wide	5,691,187	1,631,346	4,450,115	-2,818,769	-63.3%
Information Technology	4,800,389	3,381,993	2,064,968	1,317,026	63.8%
Institutional Research & Strategic Priorities	878,455	478,206	488,581	-10,376	-2.1%
President's Office (Executive)	1,443,433	655,745	615,814	39,932	6.5%
Student Affairs	18,635,851	9,334,733	9,386,626	-51,893	-0.6%
WBJC	2,075,968	796,438	631,971	164,467	26.0%
WDCED	12,645,251	3,813,329	3,591,912	221,417	6.2%
Total Expenditures	86,508,631	41,229,162	42,694,276	-1,465,113	-3.4%