
BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE
FINANCE COMMITTEE

AGENDA | 8:00 AM May 14, 2026 (Virtual Zoom Meeting)

Meeting Link: <https://bccc-edu.zoom.us/j/82414899546?pwd=z4IsV7evanpwYd9qYYsDnLJ8jti8lC.1>

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> Dr. Ty Stone, <i>Vice President of Finance & Administration</i> Ms. Anna Lansaw, <i>Executive Director of Procurement</i>
a.	Radio Programming (American Public Media) \$34,396.00	
b.	Anthology Ally Software (Blackboard T & L, LLC) \$83,000.00	
c.	IT Ticketing System (Freshworks, Inc.) \$58,797.60	
d.	Commencement Venue (Baltimore Symphony Orchestra, Inc.) \$28,600.00	
e.	WBJC Membership Premiums (Forest Incentives, LLC) \$60,000.00	
f.	Indefinite Quantity A & E Service – No cost Extension	
IV.	Finance Update (Informational)	Dr. Roger Ward, <i>Vice Chair</i> Dr. Debra L. McCurdy, <i>President</i> Dr. Ty Stone, <i>Vice President of Finance & Administration</i> Mr. Brandon Cohen, <i>Director of Budgets</i>
V.	Audit 2025 Update (Informational)	Dr. Roger Ward, <i>Vice Chair</i> Dr. Debra L. McCurdy, <i>President</i> Dr. Ty Stone, <i>Vice President of Finance & Administration</i> Ms. Eileen Waitsman, <i>Controller</i>
a.	Auditors	
b.	Overall Status – 2025 audits - College’s Financial Statements - CC4 - BCCC Foundation - WBJC-FM Audit	

- Enrollment
- Howard P Rawlings

VI. Motion for Adjournment (Vote)

Dr. Roger Ward, *Vice Chair*

III. Procurement(s) Exceeding \$25,000 to \$99,9999

Contract No. / Contract Title	R95P6600288 Radio Programming (American Public Media)		
Description/Remarks: This is a sole source contract for WBJC for the provision of radio programming for overnight and weekend broadcasts. The contractor is the only vendor that provides this specific type of radio programming service compatible with WBJC’s operational and programming requirements, making no other sources available.			
Procurement Method:	Sole Source	Category:	Services
Contract Award:	\$34,396.00	Contract Term:	07/01/2025 – 06/30/2026
No. of Bids	N/A	Tax Clearance:	
College Department:	Facilities	Fund Source:	06618 /0872

Contract No. / Contract Title	R95B6600013 Anthology Ally Software (Blackboard T & L, LLC)		
Description/Remarks: The purchase of Anthology Ally through the Maryland Enterprise Education Consortium (MEEC) contract is justified to support the College’s accessibility compliance and inclusive learning goals. Using the MEEC cooperative contract ensures competitively negotiated pricing and contract compliance. The annual cost is \$19,000, with a total five-year not-to-exceed cost of \$83,000, representing a cost-effective investment in accessibility and institutional compliance.			
Procurement Method:	ICPA	Category:	IT Software
Contract Award:	\$83,000	Contract Term:	02/01/2026 -01/31/2031
No. of Bids	N/A	Tax Clearance:	
College Department:	Academic Affairs	Fund Source:	04427 /1304

Contract No. / Contract Title	R95P6600286 IT Ticketing System (Freshworks, Inc.)		
Description/Remarks: This is a sole source contract for the College’s IT ticketing system, which has been in continuous use since 2017 to manage all IT help desk requests and IT staff workflows. The system is renewed annually to ensure uninterrupted service, data continuity, and operational stability.			
Procurement Method:	Sole Source	Category:	IT Software
Contract Award:	\$58,797.60	Contract Term:	06/30/2026 – 06/29/2027
No. of Bids	N/A	Tax Clearance:	
College Department:	IT Services	Fund Source:	06627 /0862

Contract No. / Contract Title	R95P6600281 Commencement Venue (Baltimore Symphony Orchestra)		
Description/Remarks:	This procurement is exempt from a formal procurement process, as it is for the rental of a commencement venue for graduation. The rental of facilities for student activities, including commencement ceremonies, is exempt from formal procurement requirements.		
Procurement Method:	Exempt	Category:	Services
Contract Award:	\$28,600.00	Contract Term:	05/09/2026
No. of Bids	N/A	Tax Clearance:	26-1882-1111
College Department:	Student Affairs	Fund Source:	03352 /1399

Contract No. / Contract Title	R95P6600287 WBJC Membership Premiums (Forest Incentives, Inc.)		
Description/Remarks:	This is a sole source contract for the provision of promotional “thank you” gifts for donors who have contributed to WBJC. The contractor is responsible for purchasing, packaging, and mailing the items directly to donors. This contractor is the only vendor authorized to access the data system containing donor personal information necessary to fulfill this service, which precludes the use of alternative vendors. The contract is issued on a not-to-exceed basis in the amount of \$60,000.00.		
Procurement Method:	Sole Source	Category:	Services
Contract Award:	\$60,000.00	Contract Term:	05/01/2026 – 04/30/2027
No. of Bids	N/A	Tax Clearance:	
College Department:	WBJC	Fund Source:	03352 /1399

Contract No. / Contract Title	BCCC-FY23-AE-001 / R95B4600001 Design Services Indefinite Quantity Contract (IDC) for Architectural & Engineering Services (K. Dixon Architecture, PLLC / Colimore Architects, Inc. / Gipe Associate, Inc. / Quinn Evans Architects/ Noelker and Hull Associates, Inc.)		
Description/Remarks:	This is a no-cost modification to extend the current contract for additional year to exhaust the remaining funds left on the contract. Currently, there is \$710,505.86 remaining on \$1,500,000 contract amount. The contract is for design services for construction identified on the deferred maintenance plan.		
Procurement Method:	RFP	Category:	Services
Original Contract Award:	\$1,500,000	Contract Term:	05/01/2023 – 04/30/2027
No. of Bids	N/A	Tax Clearance:	26-1877-1111, 26-1878-1110, 26-1879-0110, 26-1880-0101, and 26-1881-0111
College Department:	Facilities	Fund Source:	Various

IV. FINANCE UPDATE

Fiscal Year 2026 Financial Performance Update
As of April 30, 2026

- 1. Revenue vs. Expenses**
Financial Information Snapshot
- 2. Fund Balance Overview**
Unrestricted vs. Restricted
- 3. Revenue Detail Analysis**
- 4. Expense Detail Analysis**
 - By Type
 - By Division
 - By Function
 - By Type
- 5. Finance & Administration Road-Show Topic**
 - Human Capital

*Prepared for the Board of Trustees Finance Committee
May 2026*

OVERALL FINANCIAL POSITION

The College continues to operate **well within its appropriate resources** and remains in a **favorable fiscal position** through April 2026, representing 83% of the fiscal year.

Revenue collections total **\$93.9 million**, achieving **98.3%** of the approved **\$95.5 million** annual budget. Expenditures total **\$62.2 million**, or **65.3%** of budgeted spending, and are approximately **\$500,000 lower** than the same period last year.

As a result, the College is reporting a **\$6.71 million net improvement** compared to the prior fiscal year. While expenditure is expected to continue aligning more closely with revenues as we approach year-end, we will maintain strong fiscal oversight to ensure continued discipline.

Consistent monthly spending in the **\$4.5–\$4.7 million** range places current spend at **\$47.14 million**. With two additional months of stable activity, projected spending is approximately **\$56 million**, with strategic year-end expenditures incorporated as appropriate.

FY27 YEAR-END FORECAST

The College is forecasting:

- **Total FY27 Revenue: \$96.33 million**
- **Total FY27 Expenditures: \$87.45 million**
- **Projected FY27 Net Position: ~\$8.88 million**

This projected year-end position reflects **strong fiscal management**, reinforces institutional stability, and strengthens the College's ability to meet future resource needs.

Key Data Points

1. Finance & Administration Road-Show Topic: Human Capital

- **College-wide investment in human capital:**
 - **\$54.3M of \$95.5M = 56.9%**
- **Unrestricted operations investment in human capital:**
 - **\$48.3M of \$64.95M = 74.4%**

This represents the **lowest vacancy rate since before the pandemic**, signaling renewed confidence in the College and its mission. Approximately **75% of unrestricted resources** are invested directly in the College's workforce.

The College currently has **45 active searches**, including **9 full-time faculty positions**, reflecting continued investment in instructional quality and operational capacity.

Revenue vs. Expenses



Monthly Financial Performance Snapshot Report Fiscal Year 2026 as of April 2026

Total Revenue by Fund

Revenue Fund	Budget FY26	Actuals FY26	Actuals FY25	Net Change	Percentage Change	FY26 Year-End Forecast	FY26 Forecast to Budget Change (\$)	FY26 Forecast to Budget Change (%)
General (Unrestricted)	64,985,412	\$ 67,092,822	68,308,671	-1,215,849	-1.78%	67,157,222	2,171,810	3.3%
Restricted	30,610,084	\$ 26,817,839	19,388,085	7,429,753	38.32%	29,181,406	-1,428,678	-4.7%
Total Revenue	95,595,496	93,910,660	87,696,756	6,213,904	98.24%	96,338,628	743,132	0.8%

Total Expenses by Fund

Expense Fund	Budget FY26	Actuals FY26	Actuals FY25	Net Change	Percentage Change	FY26 Year-End Forecast	FY26 Forecast to Budget Change (\$)	FY26 Forecast to Budget Change (%)
General (Unrestricted)	64,985,412	\$ 47,144,323	46,520,330	623,994	1.34%	58,275,949	-6,709,463	-10.3%
Restricted	30,610,084	\$ 15,073,307	16,200,843	-1,127,535	-6.96%	29,181,406	-1,428,678	-4.7%
Total Expenses	95,595,496	62,217,631	62,721,172	-503,542	65.08%	87,457,356	-8,138,140	-8.5%

	Budget FY26	Actuals FY26	Actuals FY25	Net Change	Percentage Change	FY26 Year-End Forecast	FY26 Forecast to Budget Change (\$)	FY26 Forecast to Budget Change (%)
Net Position	0	31,693,030	24,975,584	6,717,446	N/A	8,881,273	8,881,273	

Revenue Detail

Year-over-Year (YoY) Revenue Comparison

Revenue Sources	Budget FY26	Actuals FY26	Actuals FY25	Net Change	Percentage Change	FY26 Year-End Forecast	FY26 Forecast to Budget Change (\$)	FY26 Forecast to Budget Change (%)
Unrestricted Revenues	64,985,412	67,092,822	68,308,671	-1,215,849	-1.78%	67,157,222	2,171,810	3.3%
Board of Estimates - Unrestricted	600,000	600,000	0	600,000		600,000	0	0.0%
Bookstore Revenue	935,233	1,937,474	1,390,650	546,823	39.32%	1,912,592	977,359	104.5%
Consolidated Fees	900,000	1,047,574	1,125,765	-78,191	-6.95%	1,167,142	267,142	29.7%
Credit Tuition	9,443,275	9,113,660	10,194,318	-1,080,658	-10.60%	8,766,857	-676,418	-7.2%
Facilities Capital Fees	109,971	116,028	123,684	-7,656	-6.19%	137,072	27,101	24.6%
Investment Income	501,218	2,038,568	2,048,875	-10,306	-0.50%	2,334,218	1,833,000	365.7%
Local Contract	0	0	189,524	-189,524	-100.00%	0	0	
Non-Credit Fee Revenue	508,440	437,106	869,336	-432,230	-49.72%	473,320	-35,120	-6.9%
Non-Credit Tuition	621,170	529,420	1,117,498	-588,078	-52.62%	579,291	-41,879	-6.7%
Other Fee Revenue	0	24,840	28,532	-3,692	-12.94%	29,215	29,215	
Other Revenue	0	64,486	31,344	33,142	105.74%	41,150	41,150	
Parking and Transportation	44,719	2,118	7,652	-5,534	-72.33%	2,010	-42,709	-95.5%
Real Estate Lease Income	1,402,760	1,601,547	1,619,367	-17,820	-1.10%	2,083,984	681,224	48.6%
Registration Fee	299,995	357,708	363,922	-6,214	-1.71%	437,820	137,825	45.9%
State Appropriation	48,367,088	48,367,088	48,280,224	86,864	0.18%	48,367,088	0	0.0%
Student Activities	160,559	0	25		0.00%	0	-160,559	-100.0%
Technology Fees	700,000	698,500	750,510	-52,010	-6.93%	778,095	78,095	11.2%
Tower Rental Income	131,092	125,535	128,306	-2,771	-2.16%	0	-131,092	-100.0%
Transcripts	49,059	20,041	28,644	-8,603	-30.03%	24,170	-24,889	-50.7%
Vending Machine Commission	0	11,129	10,496	633	6.03%	23,197	23,197	
Restricted Revenues	30,610,084	26,817,839	19,388,085	7,429,753	38.32%	29,181,406	-1,428,678	-4.7%
Deferred Maintenance	10,000,000	\$ 4,314,698	0	4,314,698		5,177,638	-4,822,362	-48.2%
Federal Grants	12,022,898	15,185,157	10,218,681	4,966,476		15,222,189	3,199,291	26.6%
Indirect Cost - Other	117,800	0	0	0		0	-117,800	-100.0%
Other Restricted Revenue	0	13,893	17,176	-3,283		16,671	16,671	
Private Gifts, Grants & Contract	124,710	0	0	0	#DIV/0!	0	-124,710	-100.0%
State and Local Grants	5,502,979	3,855,115	4,994,896	-1,139,781	#DIV/0!	4,626,137	-876,842	-15.9%
WBJC	2,841,697	\$ 3,448,976	4,157,332	-708,356	#REF!	4,138,771	1,297,074	45.6%
Total Revenue	95,595,496	93,910,660	87,696,756	6,213,904	-22.82%	96,338,628	743,132	13.5%

V. AUDITS

Audit 2025 Update

a. Auditors

- Express an opinion on the Financial Statements & CC-4 for the Year ending June 30, 2025
- SB and Company audits the engagements covered by the State Contract
- Clifton Larson Allen (CLA) audits the BCCC Foundation and the Howard P Rawlings Educational Excellence Awards

b. Overall Status – 2025 audits

- College - in final review, expected to be issued in May by SB and Company
- CC4 - in final review, expected to be issued in May by SB and Company
- BCCC Foundation – Audited Financial Statements issued by Clifton Larson Allen (CLA)
- Information included as part of the College Financial Statements
- WBJC-FM - Draft prepared, SB and Company will review and finalize after College and CC4 audits are complete
 - Oversight Annual Financial Report with Corporation for Public Broadcasting (CPB) has been defunded by the Federal Government and has been closed, so this report is no longer needed
- Enrollment - Pending – clarification needed if information available at Maryland Higher Educational Commission (MHEC)
- Howard P Rawlings – samples provided last week from CLA
- Confusion by MHEC about which audit firm performs the audit caused delays in Clifton Larson Allen (CLA) gaining access to records at MHEC. As a result, a 30-day extension was requested to July 1.