



Laney College

Business and Administrative Services (BAS)

March 2025



Budget and Operations

Budget:

The Business Office is in the process of finalizing and closing the current fiscal year. Please be on the lookout for upcoming year-end purchasing deadlines.

Looking ahead, preparations for the new fiscal year are underway. Position Control and Discretionary Budgets have been distributed for review.

On Thursday, February 20, we kicked off our informal budget discussions. If you missed it, we invite you to join our upcoming sessions on [Tuesday, March 25](#), and [Wednesday, April 16](#), at 12:30 PM in T-850. These sessions are a great opportunity to ask questions and stay informed about the budgeting process.

Operations:

- Parking is FREE and no permits are needed for Spring 2025.
 - [Expect changes for Fall 2025.](#)
- All [new](#) set of copiers have been deployed, are fully operational, and are located across the campus! List of exact locations available upon request! For service or connection issues, please submit a ticket to the Laney Help Desk. Also, see photos of the new printers on the next page!
- Business Office continues to manage keys and work orders (contacting district engineers), and Cashier's Office, Warehouse, and PE Locker Rooms continue to serve the campus community.
- Download the [new](#) Peralta SafetyApp on your Phone! (District Email sent on 2/19/25).
- Copying, Printing, and Mail Service: These services continue to be offered in partnership with the District.
 - [Expect changes for Fall 2025.](#)

Contact: Lbusinessoffice@peralta.edu



Custodial Services

Custodian team continues to keep our campus clean and functioning! Their work became exceptionally challenging during the rainy days and cleaning up after various campus leaks. We thank them for fall their hard work and dedication!

Contact: LBusinessOffice@peralta.edu

Information Technology



- Working on securing a the vendor for the Smart Classroom upkeep and maintenance.
- CTE classrooms updates are in the works for the Spring semester.
- Staff continue to support printing services and respond to Help Desk requests.

Contact: laneyhelpdesk@peralta.edu

Facilities Update

Spring 2025

Main Fire Line Break Repair (Tower) - [Complete!](#)
F Building Roofing Project - [Complete!](#)

Fabrication Lab - [Wrapping up; Expected move in, Spring Break](#)
Food Pantry Construction - [Open for service but not yet complete. Grand Opening date to be announced](#)
Locker Room Renovations - Awaiting Title 9 approval
Campus Hazardous Waste Pick-up - [Successfully completed!](#)
On Campus Vehicle Barricades - [Coming Soon!](#)

Summer 2025

Best Center 3 - Adding electrical sub panel, new floor, and HVAC System
Campus Lighting Upgrade - Survey complete, scope of work pending
Central Utility Plant - Laying out the building and underground utility work ongoing for the LRC building.
Learning Resource Center - State approved
Pool Repair - [The Competition Pool is now open](#)
Theater Project - State approved
Summer Beautification Project (Building F)

Contact: kroberts@peralta.edu



Food Services

We are expanding our offerings at the Laney Cafeteria! We now feature a Sandwich & Salad Bar on Tuesdays and a Hot Food Special on Wednesdays.
Tuesday: Sandwich & Salad Bar offers freshly made-to-order hot and cold sandwiches and customized salads, topped with fresh seafood or poultry options.
Wednesday: Hot Food Special features a rotating selection of hot seafood, meat, and poultry dishes, served with a variety of side options.

During the 2024-2025 fiscal year, the Laney Cafeteria has served about 10,000 students through the food voucher program, funded by the Basic Needs Center, ROC, and the Queer Community Center. We look forward to continuing to serve our Laney community with fresh and delicious meals!

Cafeteria Hours:

Monday - Thursday (8:00 am - 6:00 pm) Friday (8:00 am - 2:30 pm)

Contact: nburmenko@peralta.edu

BAS Staff Spotlight



Featuring Kinetta Roberts, Project Coordinator

"Having been at Laney for what seems like a lifetime has been incredible. I've been fortunate enough to work with passionate, talented individuals that contributed to my professional growth and development along the way. I'm proud to be a part of this Laney Business Office Team!"



Campus Hazardous Waste Pickup



Campus Copiers/Printers Updated with New Machines!



New Campus Signs Promoting Safety!

