



Laney College

# Business and Administrative Services (BAS)

May 2025



## Budget and Operations

### Budget:

Fiscal Year-End is Fast Approaching!

As we near the close of the fiscal year, please keep these important deadlines in mind:

- May 16 – Travel Authorizations must be budget checked and submitted
- May 23 – Requisitions for services and tangible items due
- May 30 – Service Agreements/Contracts must be submitted
- June 6 – All FY25 eFORMs must be submitted
- June 30 – All goods and/or services must be received, or they will be charged to the next fiscal year

Be sure to check the latest PCCD Announcement for additional fiscal year-end deadlines.

Questions or need support? Stop by the Business Office — we're happy to help!

**See awesome photos on the next page!**

### Operations:

- 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.
- 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.
- Copying, Printing, and Mail Service: These services continue to be offered in partnership with the District.
  - **Expect changes starting Fall 2025.**

Contact: [LBusinessOffice@peralta.edu](mailto:LBusinessOffice@peralta.edu)

## Custodial Services

Custodian team continues to keep our campus clean and functioning! We thank them for all their hard work and dedication!

**Expect changes effective 7/1/25!**

Contact: [LBusinessOffice@peralta.edu](mailto:LBusinessOffice@peralta.edu)

## Information Technology



Staff continue to support IT infrastructure on campus.

CTE classroom Support and Software updates are in the works for the Summer as well as adding electronic signs and digital displays across the campus

Staff also continue to respond to Help Desk requests.

Contact: [laneyhelpdesk@peralta.edu](mailto:laneyhelpdesk@peralta.edu)

## Facilities Update

### Spring 2025

Fabrication Lab - **Moved in new Space "Art Center"**

Food Pantry Construction - **Open for service; looking good.**

Locker Room Renovations - **Project has been released by DSA; Committee meetings forming.**

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 - **Completing underground utility**

**work. Laying grade beams and slab rebar for the LRC building.**

Book Store Relocation - **Coming Soon**

Learning Resource Center - **State approved**

Pool Repair - **The Competition Pool is now open**

Theater Project - **State approved**

Summer Beautification Project (Building F) - **Door painting underway**

Student Center Modernization - **Coming Soon; Drawings near completion**

Flooring Project - **Coming Soon**

Phase II Classroom furniture - **Coming Soon**

Contact: [krberts@peralta.edu](mailto:krberts@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. Sandwich & Salad Bar offers freshly made-to-order hot and cold sandwiches and customized salads, topped with fresh seafood or poultry options. 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 13,000 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 - Summer 2025

Open June 16 - July 24

Monday - Thursday (8:00 am - 4:00 pm)

Contact: [nburmenko@peralta.edu](mailto:nburmenko@peralta.edu)

## BAS Staff Spotlight



Featuring Leticia, Cashier

"I feel blessed to be here, I love the people I work with and I love being able to help the students succeed. I'm lucky to be in an environment that exposes us to so much culture and diversity."







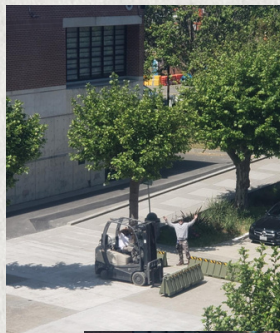
Laney Classified Employee of the Year!

Congratulations,  
Janice Browne!

Congratulations to CK on the “We Rise”  
Laney Student Worker of the Year Award!



Monthly Campus Budget  
Discussions and Year End Closing  
Training (with District staff)



Safety Barriers Placed  
Around the Campus

