



Laney College

# Business and Administrative Services (BAS)

November 2024



## Budget and Operations

### Budget:

- Business Office staff led 8 departmental budget meetings to discuss their respective budgets and staffing matters.
- VP-BAS continues to make budget presentations to various campus groups summarizing our current status and highlighting future challenges and opportunities.

### Operations:

- Parking: Permits will be required starting in Spring 2025 for all employees/students.
- Keys: We continue to manage, issue, and soon, acquire additional keys to support campus operations.
- Work Orders: We continue to submit work orders to the district engineers for repairs and other such services.
- Copying and Mail Service: These services continue to be offered in partnership with the District.
- Staff in the Cashier's Office, Warehouse, and PE Locker Rooms also continue to serve the campus and our students.

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

## Facilities Update

Campus Lighting Survey: District to provide an assessment.  
Food Pantry Construction: Official opening in Spring semester.  
*Expected Completion: November 2024*

Fab Lab / Arts Center: PG&E Shutdown to be scheduled, new signage being created, and the work on the exterior canopy is underway.

Water Main Break Repair (Tower): ADA path of travel remains open and additional signs have been posted to direct foot traffic and deliveries.

F Building Roofing: Classes temporarily relocated.  
*Expected Completion: December 2024*

Best Center 3: Available for use.

Pool Repair: Available for use.

Theater Project: Expecting state approval.

Learning Resource Center: Expecting state approval.

Locker Room Renovations Project: Final architecture plans approved.

Central Utility Plant: Boilers are working and waiting for more DSA approvals.

*Spring/Summer 2025*

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

## Food Services

Laney Food Service is partnering with Laney Basic Needs Center and ROC to provide free food support to our students. The program is off to a great start with 1,700 students helped in the month of September. For the month of October we have helped 2,000 students.

Cafeteria hours: Monday - Thursday (8:00 am - 6:00 pm)

Friday (8:00 am - 2:30 pm).

Cafeteria closed on 11/11, 11/28, and 11/29.

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

*Happy Thanksgiving*

## Information Technology

IT Team did an outstanding job in removing significant amount of e-waste from the campus in addition to keeping up with the "ticket requests" that came thru from the HelpDesk.

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

## Custodial Services

A big THANK YOU to all the custodians that helped pick up and haul large amount of waste to be disposed of last month for the Fall Clean Up Day - see photos on the next page! Also a big thank you for helping with the set up for the very successful Peralta Board of Trustees meeting!

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

## BAS Staff Spotlight



Featuring James Young for our monthly spotlight!

"I love it here at Laney, I've made many friends here and I enjoy what I do. Everyone at Laney is nice and they keep me going"  
~James Young, Culinary Dept.





November 2024



### Clean up day at Laney!



### Big THANK YOU to everyone who helped!



# HALLOWEEN

### Halloween Festival with Laney Children's Center

