



Laney College

Business and Administrative Services (BAS)

March 2026



Budget and Operations

Budget:

- Fiscal Year End is fast approaching! Purchasing deadline dates TBD.
 - Begin finalizing all your requisitions. Items must arrive by June 30th to be paid from this fiscal year.
 - Reach out to your vendors to check on your orders
 - Create your requisitions early to ensure timely processing of purchases.
 - Review your budgets regularly and monitor expenditures closely.
 - Work with your dean/manager to align spending with program and departmental goals.
 - **Traveling to a conference?** Travel Authorizations must be approved **before** traveling!
 - Expense Reports must be submitted upon your return!
- Questions or need support? Just stop by the Business Office in T-213!

Operations:

- **Keys:** Business Office continues to manage keys
 - Submit requests if you need a key to your assigned room
 - Return any keys you are no longer using!
- **Cashier's Office** and the **Warehouse** continue to serve the campus community
- **Parking** is still free and no parking permit is needed at this time
- **Copying, Printing, and Mail Service:**
 - Visit <https://laney.edu/business-office/imc> for more information
 - Laney is now also providing these same services to ALL Colleges and the District!
- **Campus Lost and Found:** Continues to be at the Welcome Center (A-101)

Mentorship Program:

- BAS is proud to sponsor the **Laney Mentorship Program** for 2025-26!
- 15 mentees include faculty, staff, and managers.
- The program is designed to foster professional growth, share knowledge, grow professional networks, and build community.

As of July, both **Custodial** and **IT** departments now report to the District (along with Engineering and Grounds). We will continue to partner with the District in providing these services to the campus.

Contact lbusinessoffice@peralta.edu

Facilities Update

- **Central Utility Plant** - Expected completion date coming very soon
- **Phase III Classroom furniture** - Complete
- **Summer Beautification Project** - Door painting complete AND added benches!
- **Best Center 3** - The electrical work is complete. HVAC installation is being scheduled
- **Campus Lighting Upgrade** - The engineer is preparing a bid
- **Locker Room Renovations** - Work has begun and estimated to be complete by Spring 2027
- **Book Store Relocation** - Move out in Spring 2026; expected to be closed during the Summer for complete renovation and new tenants.
- **Learning Resource Center** - Work ongoing; Expected move in Summer 2028 with completion date: Fall 2028
- **Pool Repair** - Pool Permanently CLOSED
- **Theater Project** - Work has begun and estimated to be complete by Fall 2027
- **Student Center Modernization** - Drawings and design near completion;
- **Flooring Project** - Phase 1 completed. Phase 2 pending winter break
- **Tower Building Staircase** - rail installation pending
- **Campus-wide Fire Alarms** - Spring 2026 contract out for bid. Work to be done Summer 2026 and Summer 27
- **Tower Relocation:** Beginning Summer 2026 thru Fall 2026
- **Campus Elevators:** With the exception of E building, and the 2nd Tower elevator, all campus elevators are up and running.

Contact: kroberts@peralta.edu

Food Services

Please join us for the breakfast, served Monday through Thursday, 8:00 am - 10:00 am. Our Grill is open 11:30 am - 1:00 pm and again from 2:30 pm - 6:00 pm where you can get made to order burgers and sandwiches. We also offer a wide variety of grab and go meals, salads, sandwiches and also wonderful bakery creations from the Laney Bakery program.

Cafeteria Hours:
Monday - Thursday (8:00 am - 6:00 pm) Friday 8am-2:30pm
Contact: nburmenko@peralta.edu

Campus Safety and Security

- BAS offered (certified) CPR/First Aid Training and Personal Emergency Preparedness Trainings to the Campus. If there is more interest, we can offer more sessions.
- Other trainings, resources, and updates are all listed in the Spring 2026 Safety Flyer!
- BAS is managing 6 Safety Aides (all Laney students) to both supplement campus security and to provide help and guidance to the campus community. Please say hello to our students when you see them on the campus!

Reminder: For ALL emergencies, ALWAYS call 911! Otherwise, contact Campus Security at (510) 466-7236, email (dispatch@peralta.edu), or through the Safety App.

BAS Staff Spotlight

Featuring Kevin Tran- BAS



“As a former student of Laney College, I feel incredibly blessed to be here and to give back to the community that once supported me. I continue to learn from our students just as much as they learn from us, and I’m proud to be a part of this team.”



**LIGHT THE PATH
LIGHT THE FIELD**
A Luminaria Walk & Tribute
Honoring the Legacy of
John Beam

Wednesday, December 10, 2025
4:00 pm

Join us for a collective walk from the Laney College campus to the football stadium, reflecting the journey Coach Beam walked with generations of students—from learning and mentorship to teamwork and community building—illuminating the path to the field he loved.



We were honored to assist and be a part of celebrating Coach John Beam's life.



Laney Mentorship Program!



Food Service Holiday party!



2026 Spring Express Enrollment Event



Stencil Partnership!

