



Laney College

Business and Administrative Services (BAS)



November 2025



Budget and Operations

Budget:

- VP-BAS continues to make **Budget Presentations** at the College Council
- Begin creating requisitions early to ensure timely processing of purchases.
 - Review purchasing policies and guidelines!
- 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:**
 - Stop by the Lobby and/or the IMC to meet our newest staff: Michael Moore!
 - 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 managing the **Laney Mentorship Program** for 2025-26!
- Mentors have already been assigned to 15 mentees and they 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

Fabrication Lab - Complete "Art Center"

Food Pantry Construction - Complete, Open for service

On Campus Vehicle Barricades - Placed around campus and effective!

Central Utility Plant - Expected Completion Date: December

Phase II 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 - Project has been released by DSA

Book Store Relocation - Spring 2026

Learning Resource Center - Expected Completion Date: Fall 2027

Pool Repair - Pool closed indefinitely

Theater Project - Project approved and work to start late 2025

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

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 to the Campus. If there is more interest, we are happy to schedule another session.
- District introduced Peralta Safety App! Please download this very useful tool (see <https://peralta.apparmor.com/clients/peralta.edu/>).
- District has hired a **new** security company (Diligence Security) to serve Laney. This is an Oakland based and a veteran owned company.
- BAS is managing **8** 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 Michael Moore - IMC



"I love the energy here, and I like working directly with the students, and faculty. Knowing that my work is on display daily here shows the importance of what I do. They say "time flies when you're having fun." Well, I'm having a blast, my days fly by, here at Laney."





Communications!



Campus Improvements!

