

BUSINESS SERVICES

Business Affairs

The Division of Business Affairs includes all business and fiscal functions of the College and is under the administration of the Vice Chancellor for Finance and Operations (VCFO).

Business Services

The accounts payable, accounts receivable, payroll, restricted funds, and purchasing departments provide for the business needs of the College and are under the supervision of the Director of Accounting and Budget.

Bursar

The Bursar's Office is responsible for the billing of students and/or third parties and the collection of payments toward student accounts. Problems with the tuition and fee bills should be directed to the Bursar.

Bookstore

The College has contracted with BBA Bookstores to provide bookstore services to students, faculty, and staff. The College Vice Chancellor for Finance and Operations (VCFO) monitors bookstore activities to ensure that the bookstore is meeting the needs of students and faculty.

Human Resources

The Office of Human Resources is part of the Department of Business Affairs. Its function is to develop and administer Human Resource activities that are designed to fulfill the college mission through the fair, efficient, and economical use of personnel in accordance with the requirements of Nunez Community College and the Louisiana Community and Technical College System.

This office formulates and issues policies concerning placement and recruitment, employee relations, and training and employee development. In addition, this office develops and implements policies and procedures in alignment with current federal, state, and local laws, rules, and regulations governing personnel matters.

The Office of Human Resources serves as the liaison between the employee and the state agencies which handle the fringe benefits and cafeteria plan products, as well as serves as liaison between the employee, the College, and the various state retirement systems.