



**Office of Human Resources**

**Policy Memorandum 17**

**Date: November 6, 2014**

**Issuing Nunez Community College IDs for Educational Partners**

History:

Nunez Community College's IDs are used for a variety of purposes. Employees use Nunez IDs to check out books and materials from the bookstore, identify themselves as agents of the college, and, recently implemented, use Nunez IDs for a program known throughout St. Bernard Parish as "Nunez Perks."

Because Nunez Community College hosts outside agencies on our campus and because we consider the employees of these outside agencies to be partners with us in the education of our students, those employees who regularly work on our campus will be authorized to hold and use Nunez Community College IDs.

New Process:

Employees with Adult Education, the Nunez Community College Bookstore, the Methodist Foundation Health Center, and the high school contacts for the on-campus dual enrollment programs who must visit the college often are now eligible to receive a Nunez Community College ID. In order to get their ID cards, they must present proof that they are employed by one of the agencies listed to the Library Specialist in charge of creating the ID card.

The ID cards may be used to check out and use library materials and to participate in the Nunez Perks program. Instead of *Staff*, their ID cards will state the name of the agency for which they work here on campus: Adult Education Staff, MHF Health Center Staff, Nunez Bookstore Staff or Dual Enrollment Staff.

Other educational partners may be added upon request by an executive of the College.