



PolicyName Web Page Updates and Maintenance

Policy NumberL-5

FunctionalArea(s) ResponsibleEnrollment Management

Owner(s) of PolicyMarketing

Most Recent BOT Approval DateSpring 2015

Most Recent Review DateSpring 2023

Most Recent ReviewRevisionType none minor/non-substantive substantive/extensive

### Policy Statement

The Finger Lakes Community College shall maintain an up-to-date website. The Web Services Coordinator and Digital Content Specialist (Web Team) manages all documents located on the Finger Lakes Community College web site. Individual offices and departments are considered the Content Managers and are responsible for the informational content on these offered by the college.

### Applicability of Policy

All Finger Lakes Community College employees should be familiar with this policy.

### Definitions:

Content Manager an individual or team that provides, organizes and maintains website content for the FLCC site. A content manager may work directly with the Web Services Coordinator or use a content management system to edit sections of the FLCC website

Content Editor— works with Content Managers to ensure the content provided is clear, accurate, engaging and appropriately integrated into the site.





The individual, department/organization who submits graphic files to the Web for website posting is responsible for obtaining permission from the graphic owner before it made available on the FLC Website. The individual, department/organization submitting graphic files are also responsible for obtaining the permission of those pictured in a graphic and/or the permission of any identifiable components within the image that may be trademarked, copyrighted, et.

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