

ADJUST THE FINGER LAKES COMMUNITY COLLEGE PROFESSIONAL SERVICE POSITIONS ROSTER

WHEREAS, Finger Lakes Community College has updated its position roster that lists position titles determined by the Finger Lakes Community College Board of Trustees in the professional service as defined by §6306 (2) of New York State Higher Education Law as approved by the Chancellor of the State University of New York, and;

WHEREAS, the following is a **new** job descriptions for Finger Lakes Community College:

Healthcare Pathways Coordinator (09/03/2025)

WHEREAS, the following is a **revised** job descriptions for previously approved job descriptions for Finger Lakes Community College:

New Title

Previous Title

EMS – Paramedic Clinical Coordinator (09/03/2025)

EMS – Paramedic Clinical Coordinator, PT
(04/18/2023)

NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby requests that the roster of professional service positions be adjusted in the manner described herein.

Approved by the FLCC Board of Trustees at the meeting on September 3, 2025

September 3, 2025

Date

Donald Cass, Board Chair

George Cushman, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on September 3, 2025, and entered in the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have hereunto set my hand this 3rd day of September, 2025.

Penny Hamilton, Assistant Secretary of the Board

APPROVE REVISIONS TO THE FLCC MANAGEMENT CONFIDENTIAL HANDBOOK

WHEREAS, Finger Lakes Community College employs managerial and confidential employees as defined by the New York Civil Service Law who perform specific managerial and confidential functions on behalf of the College; and

WHEREAS, Finger Lakes Community College maintains a Management Confidential Employee Handbook for managerial and confidential exempt and non-exempt employees to provide consistent information regarding the terms of employment and fringe benefits; and

WHEREAS, proposed revisions to the existing FLCC Management Confidential Employee Handbook have been reviewed by the College President and Chief Human Resources Officer; and

WHEREAS, the College President recommends approval of these revisions by the FLCC Board of Trustees; and

WHEREAS, all previously existing documents, statements or other communications purporting to set forth official College policy with respect to the corresponding subject matter, or that are in any way inconsistent with the attached document, are hereby REPEALED;

NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve the revised FLCC Management Confidential Employee Handbook, effective September 1, 2025.

Approved by the FLCC Board of Trustees at the meeting on September 3, 2025

September 3, 2025

Date

Donald Cass, Board Chair

George Cushman, Secretary of the Board

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Penny Hamilton, Secretary of the Board

ACCEPT REQUEST FOR PROPOSAL: TRANSCRIPTION SERVICES

WHEREAS, Finger Lakes Community College has a need for remote transcription services to support its students; and

WHEREAS, Quality Captions, 5459 Lyndale Way, Frederick, MD 21703 is the low responsive/responsible bidder for transcription services at FLCC; and

WHEREAS, Quality Captions has a \$55/hour cost for remote, real-time transcription services, and a \$130/hour cost for remote automated transcription services. Transcription Services at FLCC are on an as-needed basis, and total cost varies on how many students and faculty need to use these services; and

WHEREAS, this would be a twelve-month contract for the period of September 8, 2025 through September 7, 2026 with the option of two twelve-month renewals if agreed upon by both parties;

NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby accepts a twelve-month contract with Quality Captions, 5459 Lyndale Way, Frederick, MD 21703 for transcription services as needed from September 8, 2025 through September 7, 2026; and

BE IT FURTHER RESOLVED, that certified copies of this resolution be sent to the FLCC VP of Administration & Finance, and the FLCC Director of Academic Success and Access Programs.

Approved by the FLCC Board of Trustees at the meeting on September 3, 2025

September 3, 2025

Date

Donald Cass, Board Chair

George Cushman, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on September 3, 2025 entered in the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have hereunto set my hand this 3rd day of September 2025.

Penny M. Hamilton, Assistant Secretary of the Board