

STAFF CRITICAL RETENTION DESIGNATION

Shepherd University is statutorily authorized to employ up to 10% non-classified employees who either report to the President or have unit-policy making authority, and to employ up to 10% additional non-classified, critical retention employees. Critical retention designation must be approved by the Board.

The Student Affairs division of the University has undertaken some reorganization of the Residence Life Office (RLO) to enhance the effectiveness of the delivery of services to students. The Residence Life program has adopted and continues to implement a series of improvements in the technology services available for students. These changes include improvements in the office student-database system, changes in the student access to the computer network from their residence rooms, broadening of the use of the University web-site to provide information to current and prospective students as well as parents, and card-readers for building and room access.

Following staffing initiatives that have been implemented in other administrative offices, the Residence Life Office realizes that the IT Services department of the University cannot provide the depth of support for RLO's technology needs from the IT Services staff. A new position has been approved for the Residence Life Office which would be an Assistant Director of Residence Life for Housing Technology.

Substantial information technology positions are generally recognized as being the most extreme examples of job titles for which the current classification system salary schedule is grossly deficient in comparison to current market conditions. The Office of Human Resources has concluded that there is no realistic prospect of hiring an appropriate candidate for the new position within the classification system's current salary dynamics.

The following resolution is recommended for adoption by the Board:

RESOLVED, that the Shepherd University Board of Governors authorizes the use of non-classified, critical retention status for the position title Assistant Director of Residence Life for Housing Technology.