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# Minutes: MNIT Meet & Confer

Date: 1/29/25

## Introductions & Housekeeping

MAPE: Barbara Monaco has taken a position outside of MNIT

### Hiring Process Concerns

* Requirement for 3 references can be especially difficult for folks applying for lower-level positions (i.e. ITS1) who may not have had many jobs but can be hard for others too.
* Requiring supervisor references can be problematic for numerous reasons:
  + Candidates may not want their current supervisor to know they’re applying for jobs.
  + Supervisors may have retired, and the employee doesn’t have their personal number.
  + Colleagues can often provide much better insight about a candidate than a supervisor.
* Insufficient communication from HR reps throughout the process. People asking questions are not getting responses in a timely manner or at all.
* There is minimal clarity on the hiring process, including timelines.
* ASK: MAPE would like clarification on the process, alternatives to supervisor references, and more (timely) communication from the HR rep.

**Management response:** It’s hard to respond to individual situations without greater detail. All situations are different, depends on workload, staffing levels, number of applicants.

On references, HR can work with applicants on what they have available and let the hiring team know about potential issues, if there is a poor review in your file or supervisor you don’t get along with. Have a way to deal with companies that won’t provide references.

### MNIT @ MDE

* Does management have any updates on the situation discussed at the last meeting?
* What is the plan going forward? What is the timeline for this plan?
* Holding off on this topic for this meeting. Management is engaged on the topic.

### Supplemental Negotiations

* MAPE would prefer to negotiate in person.
* Need to be done around mid-May – when can we begin meeting?
* Management agrees to meet in person, have not received notice from MMB about when supplemental bargaining can start. LuAnn Herzog will be the chair for management. They are requesting who are chair will be. HR director Thuet is looking to pull a leader or two into the process from the MNIT Senior Management team.

### Budget Implications

* What are we anticipating given the Governor’s Budget Plan?
* MAPE would like to help brainstorm creative ways to handle budget shortfalls.
* Deputy Eichten was not aware of anything in the Governor’s recommendation that will affect MNIT at this time. Welcomes MAPE’s engagement to help solve any issues if they come up. Planning on an operating adjustment like most agencies.
* Were glad to see that four-year investments were not pulled back and allowed to continue in the Governor’s budget. MNIT had pushed for four-year investments vs 2-year investments and were glad to see that continue.

### Use of Preferred Names

* Employees may choose to use a preferred first and/or last name for a multitude of reasons, from preference to safety or privacy.
* Employee lists are often compiled from SEMA4 data and are disseminated with employees’ legal names. There needs to be a way to correct the names of those with preferred names before these lists are distributed.
* PPM Pro is using employees’ full legal names, including middle names. This can cause confusion and frustration. A ticket can be submitted to update a name, but a person doesn’t always know about this need until they see their legal name somewhere. Preferred names should be accounted for upon account creation in onboarding.

Progress has been made in the use of preferred names but have found some gaps yet. There are preferences in name but also some reasons related to safety for not disclosing full legal name or last names. It seems only preferred first names is able to be addressed but middle and last names cannot be. There is currently a spreadsheet with all legal names published on the MMB website to provide required salary information.

**Management Response:** Chad shared a message from July of 2023 where HR asked staff if they wanted changes made and pointed out where those changes could be made. Chad has had a conversation with MMB about needed changes. SEMA 4 only allows for preferred first name. Notetaker note, might be best to have all M&C teams raise this as an issue with their HR’s to put pressure on MMB to make SEMA 4 changes. Chad said he is open to suggestions on how to move forward in getting changes made.

There may be some ability to address extenuating circumstances on a case by case basis. Have published org charts with preferred names, MNIT HR tries hard to use preferred name with everything that they control. Looking to MAPE to suggest how these things can be addressed across the enterprise. Question asked how to stay engaged with MMB so that any future replacement application provides the ability to provide for the use of preferred name. Chad committed to keeping MAPE informed of any changes or opportunities.

Tony Yarusso on our team has had some contact with the new application inventory person and is going to see if anything can be done to get preferred names on the road map of changes with applications that use employee names.

### Windows 11 upgrade and Spam

**Forced restarts during business hours**

* Windows updates should NOT be forced during business hours. The countdown of 1.5 hours during business hours should not happen. There should be deferrals first and if those are ignored, then it may be appropriate to have the countdown with restart that is unavoidable.
* Concerns will be passed on to the appropriate team.

**Spam**

* The employee engagement survey went to some staff’s spam folder. There must be a better way to handle this other than every employee having to go to their quarantine and release / report something as not spam one at a time. There is no way to whitelist a sending address?
* There is also an ongoing issue with GovDelivery emails being randomly snagged as spam or placed in quarantine. The issue is not widespread but appears to be very random snagging emails from perhaps one list or multiple lists for one staff member. That will be fixed and then another staff member is affected next month or months later.
* Deputy Eichen reported that around 75 of the engagement survey went to junk mail and a little over 200 went to quarantine.
* Jed will pass on the sending addresses used by GovDelivery for all Minnesota state agencies.
* Concerns will be shared by management to the email and security teams.