

Tentative Agenda

**ORIENTATION AND TRAINING SESSIONS FOR CERTAIN
LEGISLATIVE EMPLOYEES****Wednesday, December 1**

9:00 a.m. - **Leadership staff** - Secretarial service area - Training on use of e-mail - *Mary Janusz, Information Technology Education Administrator, Legislative Council*
4:00 p.m.

Thursday, December 2

9:00 a.m. - **Leadership staff** - Secretarial service area - Training on use of word processing -
5:00 p.m. *Mary Janusz*

9:00 a.m. - **Payroll clerk** - Legislative Council office - Training on preparing payroll forms and
5:00 p.m. vouchers - *Karen J. Mund, Legislative Administrator, Legislative Council*

Monday-Friday, December 6-10 (additional week optional)

9:00 a.m. - **House journal reporter** (assistant chief clerk [backup]) - Training on use of the
5:00 p.m. computerized journal system - House chamber - *Charolette Sackman, Information Processing Supervisor, Legislative Council*

Monday-Friday, December 13-17 (additional week optional)

9:00 a.m. - 5:00 p.m. **Senate journal reporter** (assistant secretary [backup]) - Training on use of the
computerized journal system - Senate chamber - *Charolette Sackman*

Monday, December 13

8:00 - **House and Senate committee clerks** - Chief committee clerks
9:00 a.m.

- Select desks
- Prepare area

9:00 - Tour of committee rooms - *Karen J. Mund*
10:00 a.m.

10:00 - Overview of role of committee clerks in committee hearings - Prairie Room -
10:15 a.m. *Jay E. Buringrud, Assistant Director, Legislative Council*

10:30 a.m. - Training on use of the computerized bill status system - Brynhild Haugland Room -
12:00 noon *Maryann F. Trauger, Manager, Information Technology Services, Legislative Council*

1:00 - Training on use of the computerized committee hearing system - Brynhild Haugland
4:00 p.m. Room - *Maryann F. Trauger*

4:00 - Training on use of the sponsor notification system - Brynhild Haugland Room -
5:00 p.m. *Maryann F. Trauger*

Tuesday, December 14

8:00 a.m. - 4:00 p.m. **House and Senate committee clerks** - Training on use of the computerized
committee report system - Brynhild Haugland Room - *Maryann F. Trauger*

4:00 - Training on use of transcribers - *Karen J. Mund*
5:00 p.m.

Wednesday, December 15

8:00 a.m. - **House and Senate committee clerks** - Training on preparing amendments in the computerized amendment system - Brynhild Haugland Room - *Maryann F. Trauger*
5:00 p.m.

Thursday, December 16

8:00 a.m. - **House and Senate committee clerks** - Training in Microsoft Windows 2000 and Word processing - Brynhild Haugland Room - *Mary Janusz*
5:00 p.m.

Friday, December 17

8:00 a.m. - **House and Senate committee clerks** - Training on preparing minutes and centralized storage - Brynhild Haugland Room - *Mary Janusz*
5:00 p.m.

Monday, December 27

9:00 a.m. - **Assistant House Chief Clerk and Assistant Secretary of the Senate** (journal clerks [backup]) - Training on use of the computerized message system - Legislative Council, third floor - *Maryann F. Trauger*
5:00 p.m.

9:00 a.m. - 4:00 p.m. **Leadership staff** - Secretarial service area - Training on use of e-mail - *Mary Janusz*

4:00 - Training on use of transcribers - *Karen J. Mund*
5:00 p.m.

Tuesday, December 28

9:00 a.m. - **Leadership staff** - Secretarial service area - Training on use of word processing - *Mary Janusz*
5:00 p.m.

9:00 a.m. - **House and Senate calendar clerks** (assistant chief clerk and assistant secretary [backup]) - Training on use of the computerized calendar system - Legislative Council, third floor - *Maryann F. Trauger*
5:00 p.m.

Wednesday, December 29

8:00 - **Legislative interns** - Assignment of committees - Brynhild Haugland Room -
8:30 a.m. *John D. Olsrud, Director, Legislative Council*

8:30 - Amendment drafting - Brynhild Haugland Room - *John Bjornson, Counsel,*
9:00 a.m. *Legislative Council*

9:00 a.m. - Amendment preparation training - Brynhild Haugland Room - *Maryann F. Trauger*
5:00 p.m.

8:00 a.m. - 5:00 p.m. **Secretarial service** - Secretarial service area - Training on use of e-mail and word processing - *Mary Janusz*

Thursday, December 30

8:00 a.m. - **Legislative interns** - Personal computer use - Access instructions for individual
12:00 noon online learning in personal computer use via the Internet - Brynhild Haugland Room -
Mary Janusz

1:00 - **Secretarial service** - Secretarial service area - Training on use of word processing
5:00 p.m. - *Mary Janusz*

Monday, January 3

- 8:30 a.m. - **House and Senate committee clerks** - Prairie Room
5:00 p.m.
- Orientation by the Legislative Council staff
 - 8:30 a.m. Introduction - Overview of the legislative process - Employee-staff-intern relationships - *John D. Olsrud*
 - 9:00 a.m. Distribute packets
 - 9:10 a.m. Overview of committee clerk activities - *Jay E. Buringrud*
 - 10:00 a.m. Break
 - 10:15 a.m. Overview of North Dakota Century Code - *John Walstad, Code Revisor, Legislative Council*
 - 10:20 a.m. Fiscal notes - *John Walstad*
 - 10:30 a.m. Enrolling and engrossing - Amendment approval requirements - *John Bjornson*
 - 11:30 a.m. **House and Senate Appropriations Committees clerks** - Appropriation bills and budget status reporting - *Jim W. Smith, Legislative Budget Analyst and Auditor, Legislative Council*
 - 1:00 p.m. Orientation by *Marilyn Johnson, Research Librarian, Legislative Council*, on recording requirements, filing of minutes, tape recorder and microcassette requirements, deposit of microcassettes and minutes with the Legislative Council, and Appropriations Committees records
 - 3:00 p.m. Break
 - 3:15 p.m. Committee hearings - Impact of the Americans with Disabilities Act
 - 3:30 p.m. **House and Senate committee clerks** - Prairie Room - Joint meeting with **legislative interns** - *John D. Olsrud*

Tuesday, January 4

- 9:00 a.m. - **Telephone attendants** - Telephone room - Training on use of the computerized
12:00 noon telephone message system - *Maryann F. Trauger*
- 9:00 a.m. - 3:30 **Information desk attendant** - Information kiosk - Training on use of the Legislative
p.m. Council web site - *Mary Janusz*

Wednesday, January 5

- 9:00 - **Chief committee clerks and chief pages** - Training on use of amendment printing
11:00 a.m. for bill books - House and Senate committee clerk area/House and Senate page rooms - *Maryann F. Trauger*