

Tentative Agenda

**ORIENTATION AND TRAINING SESSIONS FOR CERTAIN
LEGISLATIVE EMPLOYEES**

Monday, November 27

9:00 - 4:00 **Leadership staff** - Secretarial service area - Training on the use of Notes E-mail -
Mary Janusz, Information Technology Support Specialist, Legislative Council

Tuesday, November 28

9:00 - 5:00 **Leadership staff** - Secretarial service area - Training on use of Word Pro
Millennium - *Mary Janusz*

Friday, December 8

9:00 - 5:00 **Payroll clerk** - Legislative Council office - Training on preparing payroll forms and
vouchers - *Karen J. Mund*, Legislative Administrator, Legislative Council (**NOTE:** If
the person to be employed as payroll clerk is employed by the Legislative Council in
November, the training will be in November.)

Monday-Friday, December 11-22 (two weeks)

9:00 - 5:00 **House and Senate desk reporters (and bill control clerks [backup])** - Training on
use of the computerized journal system - House/Senate chambers -
Charollette Sackman, Legislative Council staff

Monday, December 11

8:00 - 9:00 **House committee clerks** - Supervisor

- Select desks
- Prepare area

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

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

10:30 - 12:00 Training on the use of the computerized bill status system - *Mary Janusz*

1:00 - 5:00 Training on the use of the computerized committee hearing system - *Mary Janusz*

Tuesday, December 12

8:00 - 4:00 **House committee clerks** - Training on use of the computerized committee report
system - *Mary Janusz*

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

Wednesday, December 13

8:00 - 5:00 **House committee clerks** - Training on preparing amendments in the computerized
amendment system - *Mary Janusz*

Thursday, December 14

8:00 - 5:00 **House committee clerks** - Training in Microsoft Windows 95 and Word Pro
Millennium - *Mary Janusz*

Friday, December 15

8:00 - 5:00 **House committee clerks** - Training on preparing minutes and centralized storage - *Mary Janusz*

Monday, December 18

8:00 - 9:00 **Senate committee clerks** - Supervisor

- Select desks
- Prepare area

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

10:00 - 10:15 Overview of role of committee clerks in committee hearings - Prairie Room - *Jay E. Buringrud*

10:30 - 12:00 Training on use of the computerized bill status system - *Mary Janusz*

1:00 - 5:00 Training on use of the computerized committee hearing system - *Mary Janusz*

Tuesday, December 19

8:00 - 4:00 **Senate committee clerks** - Training on use of the computerized committee report system - *Mary Janusz*

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

Wednesday, December 20

8:00 - 5:00 **Senate committee clerks** - Training on preparing amendments by use of the computerized amendment system - *Mary Janusz*

Thursday, December 21

1:00 - 5:00 **Senate committee clerks** - Training in Microsoft Windows 95 and Word Pro Millennium - *Mary Janusz*

Friday, December 22

8:00 - 5:00 **Senate committee clerks** - Training on preparing minutes and centralized storage - *Mary Janusz*

Tuesday-Wednesday, December 26-27

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

Tuesday, December 26

9:00 - 4:00 **Leadership staff** - Secretarial service area - Training on the use of Notes E-mail - *Mary Janusz*

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

Wednesday, December 27

9:00 - 5:00 **Leadership staff** - Secretarial service area - Training on use of Word Pro Millennium - *Mary Janusz*

Thursday-Friday, December 28-29

9:00 - 5:00 **House and Senate calendar clerks (and bill control clerks [backup])** - Training on use of the computerized calendar system - Legislative Council third floor - *Maryann F. Trauger*

Tuesday, January 2

8:30 - 3:30 **Legislative interns** - Personal computer use and amendment preparation training - Brynhild Haugland Room - *Mary Janusz*

8:30 - 5:00 **House and Senate committee clerks** - Prairie Room

- Orientation by the Legislative Council staff

8:30 Introduction - Overview of the legislative process - Employee-staff-intern relationships - *John D. Olsrud*, Director, Legislative Council

9:00 Distribute packets

9:10 Overview of committee clerk activities - *Jay E. Buringrud*

10:00 Break

10:15 Overview of North Dakota Century Code - *John Walstad*, Code Revisor, Legislative Council

10:20 Fiscal notes - *John Walstad*

10:30 Enrolling and engrossing - Amendment approval requirements - *John D. Bjornson*, Counsel, Legislative Council

11:30 **House and Senate Appropriations Committees clerks** - Appropriation bills and budget status reporting - *Jim W. Smith*, Legislative Budget Analyst and Auditor, Legislative Council

1:00 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 Break

3:15 Committee hearings - Impact of the Americans with Disabilities Act

3:30 **House and Senate committee clerks** - Prairie Room - Joint meeting with **legislative interns** - *John D. Olsrud*

Wednesday-Monday, January 3-8

8:00 - 5:00 **Legislative interns** - Committee rooms - Individual on-line learning in personal computer use via Internet - *Mary Janusz*

Wednesday, January 3

8:00 - 5:00 **Secretarial service** - Secretarial service area - Training on the use of Notes E-mail and Word Pro Millennium - *Mary Janusz*

Thursday, January 4

8:00 - 5:00 **Secretarial service** - Secretarial service area - Training on use of Word Pro Millennium - *Mary Janusz*

1:30 - 4:30 **Telephone attendants** - Telephone room - Training on use of the computerized telephone message system - *Maryann F. Trauger*

Monday, January 8

1:30 - 3:30 **Information desk attendants** - Information kiosk - Training on use of the computerized bill status system - *Charollette Sackman*