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

Monday-Friday, December 6-10 (additional week optional)
9:00 a.m. - House journal reporter (assistant chief clerk [backup]) - Training on use of the computerized journal system - House chamber - Charolette Sackman, Information Processing Supervisor, Legislative Council
5:00 p.m.

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 - Jay E. Buringrud, Assistant Director, Legislative Council
10:15 a.m.
10:30 a.m. - Training on use of the computerized bill status system - Brynhild Haugland Room - Maryann F. Trauger, Manager, Information Technology Services, Legislative Council
12:00 noon
1:00 - Training on use of the computerized committee hearing system - Brynhild Haugland Room - Maryann F. Trauger
4:00 p.m.
4:00 - Training on use of the sponsor notification system - Brynhild Haugland Room - Maryann F. Trauger
5:00 p.m.

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

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 - John D. Olsrud, Director, Legislative Council
8:30 a.m.
8:30 - Amendment drafting - Brynhild Haugland Room - John Bjornson, Counsel, Legislative Council
9:00 a.m.
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
5:00 p.m.

Thursday, December 30
8:00 a.m. - Legislative interns - Personal computer use - Access instructions for individual online learning in personal computer use via the Internet - Brynhild Haugland Room - Mary Janusz
12:00 noon
1:00 - Secretarial service - Secretarial service area - Training on use of word processing - Mary Janusz
Monday, January 3
8:30 a.m. - 5:00 p.m. **House and Senate committee clerks** - Prairie Room
- 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. - 12:00 noon **Telephone attendants** - Telephone room - Training on use of the computerized telephone message system - **Maryann F. Trauger**

9:00 a.m. - 3:30 p.m. **Information desk attendant** - Information kiosk - Training on use of the Legislative Council web site - **Mary Janusz**

Wednesday, January 5
9:00 - 11:00 a.m. **Chief committee clerks and chief pages** - Training on use of amendment printing for bill books - House and Senate committee clerk area/House and Senate page rooms - **Maryann F. Trauger**