Tentative Agenda

ORIENTATION AND TRAINING SESSIONS
FOR CERTAIN LEGISLATIVE EMPLOYEES

Monday, November 17
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 1-5
9:00 a.m. - Leadership staff - Training on Vista, Word, Excel, Outlook, and Publisher - Assistance provided as available - Mary H. Janusz, Information Technology Education Administrator, Legislative Council
4:00 p.m.

Monday-Friday, December 1-5 and December 8-12
9:00 a.m. - House and Senate journal reporters (assistant Chief Clerk and assistant Secretary of the Senate [backup]) - House and Senate chambers - Assistance provided as available - Karen Hoovestol, 2007 Senate Journal Reporter
5:00 p.m.

Monday, December 15 - House and Senate committee clerks
8:00 - Select desks and prepare area - Chief committee clerks
9:00 a.m.
9:00 - Tour of committee rooms - Karen J. Mund
10:15 a.m.
10:30 a.m. - Prairie Room - Orientation by the Legislative Council staff
5:00 p.m.

10:30 a.m. Introduction - Overview of the legislative process - Employee/staff/intern relationships - Jim W. Smith, Director, Legislative Council
11:00 a.m. Distribute packets
11:10 a.m. Overview of committee clerk activities - Jay E. Buringrud, Assistant Director, Legislative Council
11:30 a.m. Fiscal notes - John Walstad
1:00 p.m. Enrolling and engrossing - Amendment approval requirements - John Bjomson, Counsel, Legislative Council
2:00 p.m. House and Senate Appropriations Committee clerks - Appropriation bills and budget status reporting - Allen H. Knudson, Legislative Budget Analyst and Auditor, Legislative Council
2:30 p.m. Break
2:45 p.m. House and Senate committee clerks - Orientation on recording requirements, filing of minutes, digital recorder requirements, deposit of minutes with the Legislative Council, and Appropriations Committee records - Marilyn Johnson, Research Librarian, Legislative Council
4:30 p.m. Committee hearings - Impact of the Americans with Disabilities Act
Tuesday, December 16 - House and Senate committee clerks

9:00 - 10:30 a.m.  Brynhild Haugland Room - Training on use of the computerized bill status system - Maryann F. Trauger, Manager, Information Technology Services, Legislative Council

10:30 a.m. - 12:00 noon  Brynhild Haugland Room - Training on use of the legislative branch website - Maryann F. Trauger

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

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

Wednesday, December 17 - House and Senate committee clerks

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

4:00 - 5:00 p.m.  Brynhild Haugland Room - Training on use of digital recorders - Karen J. Mund

Thursday, December 18 - House and Senate committee clerks

8:00 a.m. - 5:00 p.m.  Brynhild Haugland Room - Training in Microsoft Windows 2007 and word processing - Mary H. Janusz

Friday, December 19 - House and Senate committee clerks

8:00 a.m. - 5:00 p.m.  Brynhild Haugland Room - Training on preparing minutes and centralized storage - Mary H. Janusz

Monday, December 15

9:00 - 10:00 a.m.  House bill clerk (calendar clerk [backup]) - House chamber - Training on use of the computerized assignment of bill numbers system - Maryann F. Trauger

10:00 - 11:00 a.m.  Senate bill clerk (calendar clerk [backup]) - Senate chamber - Training on use of the computerized assignment of bill numbers system - Maryann F. Trauger

Monday, December 15

1:00 - 5:00 p.m.  Assistant Chief Clerk and assistant Secretary of the Senate (journal clerks [backup]) - Legislative Council, third floor - Training on use of the computerized message system - Maryann F. Trauger

Thursday-Friday, December 18-19

9:00 a.m. - 5:00 p.m.  House and Senate calendar clerks (assistant Chief Clerk and assistant Secretary of the Senate [backup]) - Legislative Council, third floor - Training on use of the computerized calendar system - To be determined (NOTE: Additional day optional)

Tuesday, December 30

9:00 a.m. - 12:00 noon  Information kiosk attendants - Information kiosk - Training on use of the legislative branch website - Mary H. Janusz

1:00 - 5:00 p.m.  Secretarial service and information kiosk attendants - Secretarial service area - Training on use of the telephone (ITD) and computerized telephone message system - Maryann F. Trauger
Friday, January 2
8:00 - Legislative interns - Prairie Room - Assignment of committees - Jim W. Smith
8:30 a.m.
8:30 - Legislative interns - Prairie Room - Amendment drafting - John Bjornson
9:00 a.m.
9:00 a.m. - Legislative interns - Brynhild Haugland Room - Amendment preparation training - Maryann F. Trauger
4:00 p.m.
4:00 - Legislative interns - Brynhild Haugland Room - Personal computer use - Access instructions for individual online learning in personal computer use via the Internet - Mary H. Janusz
5:00 p.m.
8:00 a.m. - Secretarial service - Secretarial service area - Training on use of e-mail and word processing - Mary H. Janusz
4:00 p.m.

Monday, January 5
1:00 p.m. House and Senate committee clerks and legislative interns - Prairie Room - Joint meeting - Jim W. Smith
1:00 - Secretarial service - Secretarial service area - Training on use of word processing - Mary H. Janusz
5:00 p.m.

Wednesday, January 7
9:00 - Chief committee clerks and chief pages - House and Senate committee clerk area/House and Senate page rooms - Training on use of amendment printing for bill books - Maryann F. Trauger
11:00 a.m.