

Tentative Agenda

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

Monday, November 25

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

Tuesday, November 26

9:00 a.m. - **Leadership staff** - Secretarial service area - Training on use of Word Pro Millennium
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 9-13 (additional week optional)

9:00 a.m. - **House journal reporter (and bill clerk [backup])** - Training on use of the
5:00 p.m. computerized journal system - House chamber - *Charollette Sackman, Legislative
Council staff*

Monday, December 9

8:00 - **House committee clerks** - Supervisor
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 the use of the computerized bill status system - *Maryann F. Trauger,*
12:00 noon *Information Technology Coordinator, Legislative Council*

1:00 - Training on the use of the computerized committee hearing system - *Maryann F.*
5:00 p.m. *Trauger*

Tuesday, December 10

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

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

Wednesday, December 11

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

Thursday, December 12

8:00 a.m. - **House committee clerks** - Training in Microsoft Windows 2000 and Word Pro Millennium - *Mary Janusz*
5:00 p.m.

Friday, December 13

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

Monday-Friday, December 16-20 (additional week optional)

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

Monday, December 16

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

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*

10:30 a.m. - Training on use of the computerized bill status system - *Maryann F. Trauger*
12:00 noon

1:00 - Training on use of the computerized committee hearing system - *Maryann F.*
5:00 p.m. *Trauger*

Tuesday, December 17

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

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

Wednesday, December 18

8:00 a.m. - **Senate committee clerks** - Training on preparing amendments by use of the
5:00 p.m. computerized amendment system - *Maryann F. Trauger*

Thursday, December 19

8:00 a.m. - **Senate committee clerks** - Training in Microsoft Windows 2000 and Word Pro
5:00 p.m. Millennium - *Mary Janusz*

Friday, December 20

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

Thursday and Friday, December 26-27

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

Thursday, December 26

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

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

Friday, December 27

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

Monday and Tuesday, December 30-31

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

Monday, December 30

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

Tuesday, December 31

8:00 a.m. - **Secretarial service** - Secretarial service area - Training on the use of Word Pro
 5:00 p.m. Millennium - *Mary Janusz*

Thursday, January 2

8:30 a.m. - **Legislative interns** - Personal computer use - Brynhild Haugland Room - *Mary*
 12:00 noon *Janusz*

1:00 - Access instructions for individual on-line learning in personal computer use via the
 3:15 p.m. Internet - Brynhild Haugland Room/committee rooms - *Mary Janusz*

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, Director,
 Legislative Council*
- 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, Counsel, Legislative Council
- 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*

9:00 a.m. - **Telephone attendants** - Telephone room - Training on use of the computerized
12:00 noon telephone message system - *Maryann F. Trauger*

1:30 - **Information desk attendant** - Information kiosk - Training on use of the
3:30 p.m. computerized bill status system - *Maryann F. Trauger*

Tuesday-Friday, January 7-10

3:00 - **Legislative Interns** - Brynhild Haugland Room - Amendment preparation training -
5:00 p.m. *Maryann F. Trauger*