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 - Mary Janusz, Information Technology Education Administrator, Legislative Council
4:00 p.m.

Tuesday, November 26
9:00 a.m. - Leadership staff - Secretarial service area - Training on use of Word Pro Millennium - 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 9-13 (additional week optional)
9:00 a.m. - House journal reporter (and bill clerk [backup]) - Training on use of the computerized journal system - House chamber - Charolette Sackman, Legislative Council staff
5:00 p.m.

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

Tuesday, December 10
8:00 a.m. - House committee clerks - Training on use of the computerized committee report system - Maryann F. Trauger
4:00 p.m.
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 amendment system - Maryann F. Trauger
5:00 p.m.
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 - *Mary Janusz*
5:00 p.m.

Monday-Friday, December 16-20 (additional week optional)
9:00 a.m. - **Senate journal reporter (and bill clerk [backup])** - Training on use of the computerized journal system - Senate chamber - *Charolette Sackman*
5:00 p.m.

Monday, December 16
8:00 - **Senate committee clerks** - Supervisor
9:00 a.m. -
- Select desks
- Prepare area
9:00 -
10:00 a.m. - Tour of committee rooms - *Karen J. Mund*
10:00 - Overview of role of committee clerks in committee hearings - Prairie Room - *Jay E. Buringrud*
10:15 a.m.
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. Trauger*
5:00 p.m.

Tuesday, December 17
8:00 a.m. - **Senate committee clerks** - Training on use of the computerized committee report system - *Maryann F. Trauger*
4:00 p.m.
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 computerized amendment system - *Maryann F. Trauger*
5:00 p.m.

Thursday, December 19
8:00 a.m. - **Senate committee clerks** - Training in Microsoft Windows 2000 and Word Pro Millennium - *Mary Janusz*
5:00 p.m.

Friday, December 20
8:00 a.m. - **Senate committee clerks** - Training on preparing minutes and centralized storage - *Mary Janusz*
5:00 p.m.

Thursday and Friday, December 26-27
9:00 a.m. - **Assistant House Chief Clerk and Assistant Secretary of the Senate (and bill 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 - Mary Janusz

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

Friday, December 27

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

Monday and Tuesday, December 30-31

9:00 a.m. - **House and Senate calendar clerks (and bill clerks)** - Training on use of 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 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 Millennium - Mary Janusz

Thursday, January 2

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

12:00 noon - Access instructions for individual on-line learning in personal computer use via the Internet - Brynhild Haugland Room/committee rooms - Mary Janusz

1:00 - 3:15 p.m.

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

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

Tuesday-Friday, January 7-10

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