

November 2006

Tentative Agenda

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

Thursday, November 16

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*

Wednesday, November 29

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

Thursday, November 30

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

Monday-Tuesday, November 27-28

9:00 a.m. - **Senate journal reporter** (assistant Secretary of the Senate [backup]) - Training on use
5:00 p.m. of the computerized journal system - Senate chamber - *Charolette Sackman,*
Information Processing Supervisor, Legislative Council

Wednesday-Thursday, November 29-30

9:00 a.m. - **House journal reporter** (assistant Chief Clerk [backup]) - Training on use of the
5:00 p.m. computerized journal system - House chamber - *Charolette Sackman*

Friday, December 1 and Monday-Friday, December 4-8

9:00 a.m. - **House and Senate journal reporters** (assistant Chief Clerk and assistant Secretary of
5:00 p.m. the Senate [backup]) - Assistance provided as requested - House and Senate chambers
- *Charolette Sackman*

Monday, December 11 - 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 - *John D. Olsrud, 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

11:25 a.m. Overview of North Dakota Century Code - *John Walstad, Code Revisor,*
Legislative Council

11:30 a.m. Fiscal notes - *John Walstad*

1:00 p.m. Enrolling and engrossing - Amendment approval requirements -

John Bjornson, Counsel, Legislative Council

- 2:00 p.m. **House and Senate Appropriations Committee clerks** - Appropriation bills and budget status reporting - *Jim W. Smith, Legislative Budget Analyst and Auditor, Legislative Council*
- 2:30 p.m. Break
- 2:45 p.m. **House and Senate committee clerks** - 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 Committee records
- 4:30 p.m. Committee hearings - Impact of the Americans with Disabilities Act

Tuesday, December 12 - House and Senate committee clerks

- 9:00 - Training on use of the computerized bill status system - Brynhild Haugland Room -
10:30 a.m. *Maryann F. Trauger, Manager, Information Technology Services, Legislative Council*
- 10:30 a.m. - Training on use of the legislative branch web site - Brynhild Haugland Room -
12:00 noon *Maryann F. Trauger*
- 1:00 - Training on use of the computerized committee hearing system - Brynhild Haugland
4:00 p.m. Room - *Maryann F. Trauger*
- 4:00 - Training on use of the sponsor notification system - Brynhild Haugland Room -
5:00 p.m. *Maryann F. Trauger*

Wednesday, December 13 - House and Senate committee clerks

- 8:00 a.m. - Training on use of the computerized committee report system - Brynhild Haugland
4:00 p.m. Room - *Maryann F. Trauger*
- 4:00 - Training on use of transcribers - *Karen J. Mund*
5:00 p.m.

Thursday, December 14 - House and Senate committee clerks

- 8:00 a.m. - Training in Microsoft Windows 2000 and word processing - Brynhild Haugland Room -
5:00 p.m. *Mary Janusz*

Friday, December 15 - House and Senate committee clerks

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

Tuesday, December 26

- 9:00 a.m. - **Assistant Chief Clerk and assistant Secretary of the Senate** (journal clerks
5:00 p.m. [backup]) - Training on use of the computerized message system - Legislative Council,
third floor - *Maryann F. Trauger*
- 9:00 a.m. - **Leadership staff** - Secretarial service area - Training on use of e-mail - *Mary Janusz*
4:00 p.m.
- 4:00 - **Leadership staff** - Training on use of transcribers - *Karen J. Mund*
5:00 p.m.

Wednesday, December 27

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 of the Senate [backup]) - Training on use of the computerized calendar system - Legislative Council, third floor - *Maryann F. Trauger* (**NOTE:** Additional day optional)
 5:00 p.m.

Thursday, December 28

8:00 - **Legislative interns** - Assignment of committees - Brynhild Haugland Room - *John D. Olsrud*
 8:30 a.m.

8:30 - **Legislative interns** - Amendment drafting - Brynhild Haugland Room - *John Bjornson*
 9:00 a.m.

9:00 a.m. - **Legislative interns** - Amendment preparation training - Brynhild Haugland Room - *Maryann F. Trauger*
 5:00 p.m.

8:00 a.m. - **Secretarial service** - Secretarial service area - Training on use of e-mail and word processing - *Mary Janusz*
 5:00 p.m.

Friday, December 29

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*
 5:00 p.m.

Tuesday, January 2

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

Wednesday, January 3

9:00 - **House bill clerk** (calendar clerk [backup]) - Training on the use of the computerized assignment of bill numbers system - House chamber - *Maryann F. Trauger*
 9:30 a.m.

9:30 - **Senate bill clerk** (calendar clerk [backup]) - Training on the use of the computerized assignment of bill numbers system - Senate chamber - *Maryann F. Trauger*
 10:00 a.m.

10:00 a.m. - **Telephone attendants and secretarial service** - Secretarial service area - Training on use of the computerized telephone message system - *Maryann F. Trauger*
 12:00 noon

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

Thursday, January 4

9:00 - **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*
 11:00 a.m.