

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
5:00 p.m. vouchers - *Karen J. Mund, Legislative Administrator, Legislative Council*

Monday-Friday, December 1-5

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

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
5:00 p.m. the Senate [backup]) - House and Senate chambers - Assistance provided as
available - *Karen Hoovestol, 2007 Senate Journal Reporter*

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*

11:25 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 - *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 - Brynhild Haugland Room - Training on use of the computerized bill status
10:30 a.m. system - *Maryann F. Trauger, Manager, Information Technology Services, Legislative Council*
- 10:30 a.m. - Brynhild Haugland Room - Training on use of the legislative branch
12:00 noon website - *Maryann F. Trauger*
- 1:00 - Brynhild Haugland Room - Training on use of the computerized committee hearing
4:00 p.m. system - *Maryann F. Trauger*
- 4:00 - Brynhild Haugland Room - Training on use of the sponsor notification
5:00 p.m. system - *Maryann F. Trauger*

Wednesday, December 17 - House and Senate committee clerks

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

Thursday, December 18 - House and Senate committee clerks

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

Friday, December 19 - House and Senate committee clerks

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

Monday, December 15

- 9:00 - **House bill clerk** (calendar clerk [backup]) - House chamber - Training on use of the
10:00 a.m. computerized assignment of bill numbers system - *Maryann F. Trauger*
- 10:00 - **Senate bill clerk** (calendar clerk [backup]) - Senate chamber - Training on use of the
11:00 a.m. computerized assignment of bill numbers system - *Maryann F. Trauger*

Monday, December 15

- 1:00 - **Assistant Chief Clerk and assistant Secretary of the Senate** (journal clerks
5:00 p.m. [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. - **House and Senate calendar clerks** (assistant Chief Clerk and assistant Secretary of
5:00 p.m. 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. - **Information kiosk attendants** - Information kiosk - Training on use of the legislative
12:00 noon branch website - *Mary H. Janusz*
- 1:00 - **Secretarial service and information kiosk attendants** - Secretarial service area -
5:00 p.m. 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
4:00 p.m. training - *Maryann F. Trauger*

4:00 - **Legislative interns** - Brynhild Haugland Room - Personal computer use - Access
5:00 p.m. instructions for individual online learning in personal computer use via the
Internet - *Mary H. Janusz*

8:00 a.m. - **Secretarial service** - Secretarial service area - Training on use of e-mail and word
4:00 p.m. processing - *Mary H. Janusz*

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
5:00 p.m. processing - *Mary H. Janusz*

Wednesday, January 7

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