

Tentative Agenda

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

**Monday, November 27**

9:00 - 4:00      **Leadership staff** - Secretarial service area - Training on the use of Notes E-mail -  
*Mary Janusz*, Information Technology Support Specialist, Legislative Council

**Tuesday, November 28**

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

**Friday, December 8**

9:00 - 5:00      **Payroll clerk** - Legislative Council office - Training on preparing payroll forms and  
vouchers - *Karen J. Mund*, Legislative Administrator, Legislative Council (**NOTE:** If  
the person to be employed as payroll clerk is employed by the Legislative Council in  
November, the training will be in November.)

**Monday-Friday, December 11-22 (two weeks)**

9:00 - 5:00      **House and Senate desk reporters (and bill control clerks [backup])** - Training on  
use of the computerized journal system - House/Senate chambers -  
*Charolette Sackman*, Legislative Council staff

**Monday, December 11**

8:00 - 9:00      **House committee clerks** - Supervisor

- Select desks
- Prepare area

9:00 - 10:00      Tour of committee rooms - *Karen J. Mund*

10:00 - 10:15      Overview of role of committee clerks in committee hearings - Prairie Room -  
*Jay E. Buringrud*, Assistant Director, Legislative Council

10:30 - 12:00      Training on the use of the computerized bill status system - *Mary Janusz*

1:00 - 5:00      Training on the use of the computerized committee hearing system - *Mary Janusz*

**Tuesday, December 12**

8:00 - 4:00      **House committee clerks** - Training on use of the computerized committee report  
system - *Mary Janusz*

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

**Wednesday, December 13**

8:00 - 5:00      **House committee clerks** - Training on preparing amendments in the computerized  
amendment system - *Mary Janusz*

**Thursday, December 14**

8:00 - 5:00      **House committee clerks** - Training in Microsoft Windows 95 and Word Pro  
Millennium - *Mary Janusz*

**Friday, December 15**

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

### **Monday, December 18**

8:00 - 9:00 **Senate committee clerks** - Supervisor  
 • Select desks  
 • Prepare area

9:00 - 10:00 Tour of committee rooms - *Karen J. Mund*

10:00 - 10:15 Overview of role of committee clerks in committee hearings - Prairie Room - *Jay E. Buringrud*

10:30 - 12:00 Training on use of the computerized bill status system - *Mary Janusz*

1:00 - 5:00 Training on use of the computerized committee hearing system - *Mary Janusz*

### **Tuesday, December 19**

8:00 - 4:00 **Senate committee clerks** - Training on use of the computerized committee report system - *Mary Janusz*

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

### **Wednesday, December 20**

8:00 - 5:00 **Senate committee clerks** - Training on preparing amendments by use of the computerized amendment system - *Mary Janusz*

### **Thursday, December 21**

1:00 - 5:00 **Senate committee clerks** - Training in Microsoft Windows 95 and Word Pro Millennium - *Mary Janusz*

### **Friday, December 22**

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

### **Tuesday-Wednesday, December 26-27**

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

### **Tuesday, December 26**

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

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

### **Wednesday, December 27**

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

**Thursday-Friday, December 28-29**

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

**Tuesday, January 2**

8:30 - 3:30 **Legislative interns** - Personal computer use and amendment preparation training - Brynhild Haugland Room - *Mary Janusz*

8:30 - 5:00 **House and Senate committee clerks** - Prairie Room

- Orientation by the Legislative Council staff
  - 8:30 Introduction - Overview of the legislative process - Employee-staff-intern relationships - *John D. Olsrud*, Director, Legislative Council
  - 9:00 Distribute packets
  - 9:10 Overview of committee clerk activities - *Jay E. Buringrud*
  - 10:00 Break
  - 10:15 Overview of North Dakota Century Code - *John Walstad*, Code Revisor, Legislative Council
  - 10:20 Fiscal notes - *John Walstad*
  - 10:30 Enrolling and engrossing - Amendment approval requirements - *John D. Bjornson*, Counsel, Legislative Council
  - 11:30 **House and Senate Appropriations Committees clerks** - Appropriation bills and budget status reporting - *Jim W. Smith*, Legislative Budget Analyst and Auditor, Legislative Council
  - 1:00 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 Break
  - 3:15 Committee hearings - Impact of the Americans with Disabilities Act
  - 3:30 **House and Senate committee clerks** - Prairie Room - Joint meeting with **legislative interns** - *John D. Olsrud*

**Wednesday-Monday, January 3-8**

8:00 - 5:00 **Legislative interns** - Committee rooms - Individual on-line learning in personal computer use via Internet - *Mary Janusz*

**Wednesday, January 3**

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

**Thursday, January 4**

8:00 - 5:00 **Secretarial service** - Secretarial service area - Training on use of Word Pro Millennium - *Mary Janusz*

1:30 - 4:30      **Telephone attendants** - Telephone room - Training on use of the computerized telephone message system - *Maryann F. Trauger*

**Monday, January 8**

1:30 - 3:30      **Information desk attendants** - Information kiosk - Training on use of the computerized bill status system - *Charollette Sackman*