

June 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.