

Tentative Agenda

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

Thursday, November 19

- 8:00 - 4:00 **Leaders' staff** - Secretarial service area - Training on the use of Windows 95, Lotus Organizer, Notes E-mail and server faxing - *Mary Janusz*, Information Technology Support Specialist, Legislative Council
- 4:00 - 5:00 Training on the use of transcribers - *Karen J. Mund*, Legislative Administrator, Legislative Council

Friday, November 20

- 9:00 - 5:00 **Leaders' staff** - Secretarial service area - Training on use of Word Pro 97 - *Mary Janusz*

Monday-Friday, December 14-18

- 9:00 - 5:00 **House and Senate desk reporters** - Training on use of the computerized journal system - House/Senate chambers - *Charollette Sackman*, Legislative Council staff

Monday, December 14

- 8:00 - 5:00 **Payroll clerk** - Legislative Council office - Training on preparing payroll forms and vouchers - *Karen J. Mund* (Note: If the person to be employed as payroll clerk is employed by the Legislative Council in November, the training will be in November.)
- 8:00 - 10:00 **House committee clerks** - *Mary Janusz*
- Select desks
 - Prepare area
- 10:30 - 12:00 Training on use of the computerized bill status system
- 1:00 - 5:00 Training on use of the computerized committee hearing system

Tuesday, December 15

- 8:00 - 5:00 **House committee clerks** - Training on use of the computerized committee report system - *Mary Janusz*

Wednesday, December 16

- 8:00 - 4:00 **House committee clerks** - Training on preparing amendments in the computerized amendment system - *Mary Janusz*
- 4:00 - 5:00 Training on use of transcribers - *Karen J. Mund*

Thursday, December 17

- 8:00 - 5:00 **House committee clerks** - Training in Windows 95 and Word Pro 97 - *Mary Janusz*

Friday, December 18

- 8:00 - 5:00 **House committee clerks** - Training on preparing minutes by use of the computerized minutes preparation system - *Mary Janusz*

Monday-Wednesday, December 21-23

9:00 - 5:00 **House and Senate desk reporters** - Training on use of the computerized journal system - House/Senate chambers - *Charolette Sackman*

Monday, December 21

8:00 - 10:00 **Senate committee clerks** - *Mary Janusz*

- Select desks
- Prepare area

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

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

Tuesday, December 22

8:00 - 5:00 **Senate committee clerks** - Training on use of the computerized committee report system - *Mary Janusz*

Wednesday, December 23

8:00 - 4:00 **Senate committee clerks** - Training on preparing amendments by use of the computerized amendment system - *Mary Janusz*

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

Monday-Tuesday, December 28-29

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

Monday, December 28

8:00 - 5:00 **Senate committee clerks** - Training in Windows 95 and Word Pro 97 - *Mary Janusz*

8:00 - 5:00 **Senate Bill Clerk** - Training on use of the computerized bill status and bill control posting systems - Senate front desk - *Charolette Sackman*

Tuesday, December 29

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

8:00 - 5:00 **House Bill Clerk** - Training on use of the computerized bill status and bill control posting systems - House front desk - *Charolette Sackman*

Wednesday-Thursday, December 30-31

9:00 - 5:00 **House and Senate calendar clerks** - Training on use of the computerized calendar system - Legislative Council third floor - *Maryann F. Trauger*

Wednesday, December 30

8:00 - 4:00 **Leaders' staff** - Secretarial service area - Training on the use of Windows 95, Lotus Organizer, and Notes E-mail - *Mary Janusz*

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

Thursday, December 31

9:00 - 5:00 **Leaders' staff** - Secretarial service area - Training on use of Word Pro 97 - *Mary Janusz*

Monday, January 4

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*, Assistant Director, Legislative Council
- 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 Committee clerks** - Appropriation bills and budget status reporting - *Chester E. Nelson, Jr.*, Legislative Budget Analyst and Auditor, Legislative Council
- 1:00 Orientation by *Marilyn Guttromson*, 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*

10:00 - 12:00 **House and Senate telephone attendants** - Telephone room - Training on use of the computerized telephone message system - *Charolette Sackman*

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

Tuesday, January 5

8:00 - 5:00 **Secretarial service** - Secretarial service area - Training on the use of Notes E-mail, Windows 95, and Word Pro 97 - *Mary Janusz*

Wednesday, January 6

8:00 - 5:00 **Secretarial service** - Secretarial service area - Training on use of Word Pro 97 - *Mary Janusz*

Thursday, January 7 - Friday, January 15

By appointment - **Legislative Interns** - Personal computer use and amendment preparation training - individual committee rooms or Legislative Council third floor - *Mary Janusz*

TRAINING FOR LEGISLATORS

Tuesday, December 8

Concurrent miniclasses

- 1:30 - 2:30 Notes E-mail - Roughrider Room - *Maryann F. Trauger*
 Internet - Harvest Room - *Chuck Picard*, Information Technology Computer Specialist, Legislative Council
 Word Pro 97 - Sakakawea Room - *Mary Janusz*
- 2:40 - 3:40 Notes E-mail - Roughrider Room - *Maryann F. Trauger*
 Internet - Harvest Room - *Chuck Picard*
 Word Pro 97 - Sakakawea Room - *Mary Janusz*
- 3:50 - 4:50 Notes E-mail - Roughrider Room - *Maryann F. Trauger*
 Internet - Harvest Room - *Chuck Picard*
 Word Pro 97 - Sakakawea Room - *Mary Janusz*

Wednesday, December 9

Concurrent miniclasses

- 10:45 - 11:45 Notes E-mail - Roughrider Room - *Maryann F. Trauger*
 Internet - Harvest Room - *Chuck Picard*
 Word Pro 97 - Sakakawea Room - *Mary Janusz*
- 2:15 - 4:15 LAWS training for returning senators assigned notebook computers - Senate chamber - *Maryann F. Trauger*

Thursday, December 10

- 1:15 - 3:15 LAWS training for returning representatives assigned notebook computers - House chamber - *Maryann F. Trauger*

Monday, January 4

- 9:00 - 12:00 LAWS training for all representatives - House chamber (closed for other uses) - *Maryann F. Trauger*
- 1:30 - 4:30 LAWS training for all senators - Senate chamber (closed for other uses) - *Maryann F. Trauger*

Tuesday, January 5 - Friday, April 30

By appointment - Training on use of software as requested - Legislator's desk - *Mary Janusz*