


The California State University  
Office of the Chancellor  
401 Golden Shore  
Long Beach, CA 90802-4210  
(562) 951-4411

Code: HR 2003-10

**Date:** June 12, 2003  
**To:** CSU Presidents   
**From:** Jackie R. McClain  
Vice Chancellor  
Human Resources

**Please Respond by  
July 7, 2003**

**Subject:** SYSTEMWIDE CSU BENEFITS CONFERENCE

We are pleased to announce our annual information and training conference for campus Benefits staff. A draft agenda, developed after consultation with campus Benefits personnel, is attached for your reference. Meeting information follows:

<u>Date</u>	<u>Location</u>
August 5-6, 2003	Crowne Plaza - LAX
Tuesday - 8:00 a.m. - 5:00 p.m.	5985 West Century Blvd.
Wednesday - 8:30 a.m. - 3:00 p.m.	Los Angeles, CA 90045-5463 (310) 642-7500

Meeting space is available to accommodate two employees per campus. Participants may register for the conference by completing the attached form and faxing it to Rachel Caracoza at (562) 951-4954 by July 7, 2003. Registration confirmations will be sent to participants the following week.

Arrangements have been made with Crowne Plaza to hold 20 rooms at a rate of \$84 per night for August 4 and 5. (The cut-off date for reservations at this reduced rate is July 7, 2003.) Participants may contact the hotel by calling (310) 642-7500 and should reference the CSU Benefits Conference.

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**Distribution:**

Vice Presidents, Academic Affairs	(Without Attachments)
Vice Presidents, Administration	“
Associate Vice Presidents/Deans, Faculty Affairs	“
Director, SOSS	“
Human Resources Directors	(With Attachments)
Benefits Officers	“
Payroll Managers	“

This Human Resources letter is available on the Human Resources Administration's web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

If you have any questions, please call Felice Bakre at (562) 951-4410.

JRMcC/fb

Attachments

**CSU Benefit Officers Meeting  
August 5-6, 2003  
Crowne Plaza – LAX  
Tentative Agenda**

**Tuesday, August 5**

8:00 a.m.	Registration	
8:30 a.m.	Introductions/Overview	Pam Chapin
9:00 a.m.	Benefits Update	Pam Chapin
	<ul style="list-style-type: none"><li>• Part-time Lecturer benefits</li><li>• Retirement Plans</li><li>• Fee Waiver</li><li>• EIDL</li><li>• FERP Issues</li><li>• CSU Web Site Development</li><li>• Dental Issues</li><li>• Open Enrollment</li></ul>	Felice Bakre
10:30 a.m.	Break	
10:45 a.m.	Dental Administrative Issues	Delta Dental
Noon	Lunch	
1:00 p.m.	HIPAA Presentation	Mercer
3:00 p.m.	Break	
3:15 p.m.	HIPAA Presentation – cont.	
4:15 p.m.	Benefits Roundtable	
5:00 p.m.	Adjourn	

**Wednesday, August 6**

8:30 a.m.	CalPERS Presentation	CalPERS staff
	<ul style="list-style-type: none"><li>• Open Enrollment</li><li>• Strategic Plan for Health</li></ul>	
10:15 a.m.	Break	

**HR 2003-10  
Attachment 1**

10:30 a.m.	Peoplesoft Benefit Tools	Tammy Hines, CMS
11:15 a.m.	HCRA/DCRA – Change in Status	Michelle Hamilton
Noon	Lunch	
1:00 p.m.	Life Insurance/LTD Update	Darin Plotnick Standard
2:00 p.m.	Leave Program Coordination	Pam Chapin
3:00 p.m.	Adjourn	

# BENEFITS OFFICERS' CONFERENCE

AUGUST 5-6, 2003

CROWN PLAZA HOTEL  
5985 WEST CENTURY BOULEVARD  
LOS ANGELES, CALIFORNIA 90045-5463

## Conference Registration Form

**Please check the date(s) you plan to attend:**

Tuesday, August 5, 2003 \_\_\_\_\_ Wednesday, August 6, 2003 \_\_\_\_\_

Names: \_\_\_\_\_

Titles: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Campus: \_\_\_\_\_

\_\_\_\_\_  
Manager Approval

\_\_\_\_\_  
Date

**Registration must be received by July 7, 2003.** Please fax this registration form to Rachel Caracoza at (562) 951-4954. If you have questions regarding the conference, please call (562) 951-4411. Thank you.