


Date: September 11, 2008

Code: HR 2008-15

To: CSU Presidents

From: Gail E. Brooks   
Interim Vice Chancellor  
Human Resources

Subject: Systemwide CSU Benefits Conference

Overview

**Audience:** Employees responsible for administering CSU Benefits Programs

**Action Item:** Register for Annual Benefits Officer Conference by  
Wednesday, September 24, 2008.

**Affected Employee Groups/Units:** N/A

Summary

In an effort to ensure campus Benefits representatives have in-depth training and pertinent information regarding critical changes to several CSU Benefits Programs, the Chancellor's Office will host the CSU Benefits Conference on Wednesday and Thursday, October 8 and 9, 2008. The deadline to register is Wednesday, September 24, 2008. Training and discussion items include:

- ✓ The restructured CSU Tax Sheltered Annuity (TSA) Plan and the new Master Administrator;
- ✓ The implementation of the new CSU Voluntary Retiree Vision Program;
- ✓ The CalPERS Pension System Resumption Project (PSR); and
- ✓ Related Benefits information.

Employees responsible for benefits administration should review the remainder of this HR Letter for more detailed information.

We are pleased to announce the CSU Benefits Conference, an information and training conference for Campus Benefits staff. The first day will primarily focus on training related to the restructured CSU Tax Sheltered Annuity (TSA) Program, and implementation of a TSA Master Administrator. The second day will provide information on the new CSU Voluntary Retiree Vision Program, the CalPERS PSR Project and other benefits related issues. Meeting information is as follows:

Date

October 8 and 9, 2008  
Wednesday – 8:00 a.m. – 5:00 p.m.  
Thursday – 8:00 a.m. – 3:00 p.m.

Location

Four Points by Sheraton Sacramento International Airport  
4900 Duckhorn Drive – Sacramento, CA 95834  
(916) 263-9000

**Distribution:**

Chancellor  
Vice Presidents, Academic Affairs  
Vice Presidents, Administration  
AVPs, Deans of Faculty

Human Resources Directors  
Benefits Officers  
Payroll Managers

Meeting space is available to accommodate two employees per campus. To assist in our planning for the conference, participants must register for the conference by completing the attached form and faxing it to Shawn Burnett (562) 951-4954 no later than **September 24, 2008**. Registration confirmations will be sent to participants no later than October 1, 2008.

Arrangements have been made with the Four Points by Sheraton Sacramento International Airport to hold 35 rooms at a rate of \$119.00 per night for October 7-8, 2008. In order to receive the reduced rate, participants should contact the hotel at (916) 263-9000 by **September 24, 2008**, and reference the CSU Benefits Conference. Due to its close proximity to the Sacramento International Airport, the hotel is able to offer 24 hour complimentary shuttle service to and from the airport.

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 Human Resources Administration at (562) 951-4411.

GB/mh

Attachment

## CSU BENEFITS CONFERENCE

October 8 and 9, 2008

Four Points by Sheraton Sacramento International Airport  
4900 Duckhorn Drive  
Sacramento, CA 95834

(916) 263-9000

### Conference Registration Form

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

Wednesday, October 8, 2008 \_\_\_\_\_ Thursday, October 9, 2008 \_\_\_\_\_

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

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

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

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

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

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

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

\_\_\_\_\_  
Date

*Registration for the conference must be received by September 24, 2008.*

*Please fax this registration form to Shawn Burnett @ (562) 951-4954*

If you have questions regarding the conference, please call (562) 951-4411

Thank you.