Date: July 6, 2001

To: CSU Presidents

From: Jackie R. McClain
Vice Chancellor
Human Resources

Subject: SYSTEMWIDE CSU BENEFITS WORKSHOP

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

**Date**
- August 6-7, 2001
- Monday - 8:00 a.m. - 5:00 p.m.
- Tuesday - 8:00 a.m. - 1:00 p.m.

**Location**
- Holiday Inn - Capitol Plaza
- 300 J Street
- Sacramento
- (916) 446-0100

Meeting space is available to accommodate two employees per campus. Participants may register by email to: educkett@calstate.edu by July 27, 2001. Registration confirmations will be sent to participants during the following week.

Arrangements have been made to hold a block of rooms for August 5 and 6 at the Holiday Inn. Participants are responsible for making their own hotel reservations by calling (916) 446-0100. The cut-off date for reservations at the state rate is July 20, 2001.

-Over-

Distribution:

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

Code: HR 2001-16

Please Respond by July 27, 2001
This Human Resources letter is available on the Human Resources Administration’s web page at: http://www.calstate.edu/tier3/HR-Adm/memos.html.

If you have any questions, please call Pamela Chapin, Senior Manager of Benefits and Salary Administration at (562) 951-4414.

JRMcC/pc

Attachment
CSU BENEFITS WORKSHOP
August 6-7, 2001
Holiday Inn – Capitol Plaza, Sacramento

TENTATIVE AGENDA

Monday, August 6
8:00 a.m.   Registration  CO Staff

8:30 a.m.   Introductions

8:45 a.m.   Benefits Update  CO Staff
    • HCRA update (TAPP, Domestic Partner)
    • Leave Programs
      (FML, Cat Leave, MAT/PAT, Military, Bereavement)
    • FlexCash, Dependent Care
    • TSA (SCO, guide, limits)
    • Part-time Lecturers
    • Tax issues
    • Fee Waiver
    • Retiree Issues (check-out procedures, new health benefit rules)

10:15 a.m.  Break

10:30 a.m.  HCRA and Dependent Care Claims Process  MAP

11:00 a.m.  Benefits Deductions Overview  SCO

11:30 a.m.  Preview of CSU Benefits Web Site  CO Staff

Noon       Lunch

1:00 p.m.   Insurance Overview  Standard Insurance
            Voluntary life, employer paid, LTD

3:00 p.m.   Break

3:15 p.m.   Open Enrollment  CO Staff

3:30 p.m.   Leave Coordination  CO Staff

4:00 p.m.   Benefits Roundtable

5:00 p.m.   Adjourn
<table>
<thead>
<tr>
<th>Time</th>
<th>Session Topic</th>
<th>Presenter</th>
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<tbody>
<tr>
<td>8:30 a.m.</td>
<td>Medicare/Social Security</td>
<td>Christine Plumb</td>
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<td>HCFA</td>
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<tr>
<td>9:00 a.m.</td>
<td>Medicare</td>
<td>Chantal Neal</td>
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<td>10:30 a.m.</td>
<td>Break</td>
<td>PERS</td>
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<td>10:45 a.m.</td>
<td>Open Enrollment</td>
<td>PERS Staff</td>
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<td>Noon</td>
<td>Wrap-up</td>
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<td>12:30 p.m.</td>
<td>Adjourn</td>
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