Date: January 28, 2003  

To: CSU Presidents  

From: Jackie R. McClain  
Vice Chancellor  
Human Resources  

Subject: SYSTEMWIDE CONFLICT OF INTEREST (COI) WORKSHOP

Human Resources will present a one-day Conflict of Interest workshop on February 27, 2003. The workshop is designed to provide information and update campus Conflict of Interest filing officers on the Fair Political Practices Commission’s (FPPC) filing requirements. A draft agenda is attached for your reference. Meeting information follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
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<tr>
<td>February 27, 2003</td>
<td>Crowne Plaza Hotel - LAX</td>
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<td>9:00 a.m. - 3:00 p.m.</td>
<td>5985 West Century Blvd.</td>
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<td>Los Angeles, CA 90045-5463</td>
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<td>(310) 642-7500</td>
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A continental breakfast will be provided and the hotel has restaurants available for lunch. Shuttle transportation is available to transport participants from LAX to the Crowne Plaza Hotel (less than one mile away). Space is available to accommodate up to two employees per campus. **Participants may register by sending an email to Felice Bakre at fbakre@calstate.edu by February 14, 2003.** Questions about the workshop should be directed to Ms. Bakre at (562) 951-4410.

This Human Resources letter is available on the Human Resources Administration’s Web page at: [http://www.calstate.edu/HRAdm/memos.shtml](http://www.calstate.edu/HRAdm/memos.shtml).

JRMcC/fb

Attachment
DRAFT AGENDA

Welcome and Introductions

Fair Political Practices Commission (FPPC) Update
FPPC Representative (name to be announced)
- Overview
- Compliance Issues
- The Filing Process (statements and schedules)
- Clarification of the role of “consultant” and “principle investigator”
- CSU Disclosure Categories
- Designating a Position
- Form 700-U “Statement of Economic Interests for Principle Investigators”

Amendment Updates
Bruce Richardson, CSU Office of General Counsel
- New legislation
- Procurement Cards (“P” Cards)

Roundtable Discussion