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:

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

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.
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
- Part-time Lecturer benefits
- Retirement Plans
- Fee Waiver
- EIDL
- FERP Issues
- CSU Web Site Development
- Dental Issues Felice Bakre
- Open Enrollment

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
- Open Enrollment
- Strategic Plan for Health

10:15 a.m. Break
<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:30 a.m.</td>
<td>Peoplesoft Benefit Tools</td>
<td>Tammy Hines, CMS</td>
</tr>
<tr>
<td>11:15 a.m.</td>
<td>HCRA/DCRA – Change in Status</td>
<td>Michelle Hamilton</td>
</tr>
<tr>
<td>Noon</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td>Life Insurance/LTD Update</td>
<td>Darin Plotnick Standard</td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td>Leave Program Coordination</td>
<td>Pam Chapin</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>Adjourn</td>
<td></td>
</tr>
</tbody>
</table>
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.