

October 2009

To: Members of Faculty & Staff

From: Office of Benefits Administration

Subject: IMPORTANT OPEN ENROLLMENT INFORMATION

This year's Open Enrollment is **October 26, 2009 through November 16, 2009**. During Open Enrollment you may change your benefit plan elections, add or delete dependents and update your personal information such as address and phone number. All changes made during Open Enrollment are effective January 1, 2010. **The deadline for making changes to your benefit elections is 6:00 p.m. on November 16, 2009.**

Please ensure that you enroll via the Benefits Enrollment Web Site at <https://www.cuc.claremont.edu/benefits> prior to the deadline. Even if you do not wish to make changes to your benefits, you are encouraged to visit the website to verify your dependent information and provide beneficiary designations for Life and AD&D insurance.

Your enrollment packet includes the following items to assist you in making benefit elections and certain notices required by law. Also, your Human Resources Office may have inserted additional items not listed below:

- 2010 Employee Benefit Plans booklet
- 2010 Benefits Planning Worksheet
- Employee Benefits Open Enrollment Frequently Asked Questions (FAQ)
- Important Notice on Benefits Plan Enrollment and Your Ability to Make Changes in Existing Coverage
- Group Long Term Disability Insurance – “Benefits at a Glance”
- Flexible Spending Account (FSA) Information Sheet
- 2010 Medicare Creditable Coverage Notice
- 2010 COBRA Notice

## BENEFIT ELECTIONS

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To enroll and/or change your benefit elections for 2010, please complete the enclosed Benefits Planning Worksheet and choose one of the following enrollment methods:

- Log on to the Benefits Enrollment Web Site at <https://www.cuc.claremont.edu/benefits> using the instructions on the Benefits Planning Worksheet and make your 2010 benefit selections
- Bring your Benefits Planning Worksheet to the Benefits Fair on October 29<sup>th</sup> and stop by the computer kiosks where a member of the Benefits staff can assist you in entering your 2010 benefit elections on the Benefits Enrollment Web Site
- Bring your Benefits Planning Worksheet to your Human Resource Office or the Office of Benefits Administration between October 26, 2009 through November 16, 2009 to obtain individual assistance with the input of your benefit elections

## EDUCATIONAL SEMINARS

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In conjunction with Open Enrollment, Educational Seminars will be provided to review The Claremont Colleges 2010 benefit offerings and to explain changes that will be effective January 1, 2010. Representatives from Anthem Blue Cross, Kaiser, Delta Dental and VSP will be available at the seminars to answer your questions. Please plan on attending one of the following Educational Seminars:

Tuesday, October 27	10:00 a.m. to 11:30 a.m. and 1:30 p.m. to 3:00 p.m.	Tranquada Student Services Center Multi-Purpose Room
Monday, November 2	10:00 a.m. to 11:30 a.m. and 1:30 p.m. to 3:00 p.m.	Tranquada Student Services Center Multi-Purpose Room
Wednesday, November 4	10:00 a.m. to 11:30 a.m.	Tranquada Student Services Center Multi-Purpose Room
Thursday, November 5	11:00 a.m. to 12:30 pm	Harvey Mudd College Hoch-Shanahan Dining Commons Aviation Room
Thursday, November 5	1:30 p.m. to 3:00 p.m.	Tranquada Student Services Center Multi-Purpose Room

### Spanish Sessions

Monday, October 26	10:00 a.m. to 11:30 a.m.	Tranquada Student Services Center Multi-Purpose Room
Tuesday, November 3	2:00 p.m. to 3:30 a.m.	Pitzer College, McConnell Center Founder's Room

### PPO Transition Session

Tuesday, November 10	12:00 noon to 1:30 p.m.	Tranquada Student Services Center, Multi-Purpose Room
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*The PPO Transition Session is designed for employees currently enrolled in the Anthem Blue Cross PPO plan. Only 50 employees participate in this plan out of 2,700 benefit eligible employees across The Claremont Colleges. An alternative to the PPO plan is the HDHP, which has been available for several years now. The PPO plan will be frozen to new enrollments beginning with this Open Enrollment and will be removed from The Claremont Colleges benefit offerings effective January 1, 2011. If you are currently a member of the PPO plan, you are highly encouraged to attend this workshop. If you are unable to attend, please contact Benefits Administration for more information about alternatives to the PPO plan.*

## BENEFITS FAIR

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Our Annual Benefits Fair will be held at Pomona College's Smith Campus Center/Edmunds Ballroom on **Thursday, October 29<sup>th</sup>** from 10:00 a.m. until 4:00 p.m. Drop off a business card or sign up at the Benefits Administration table to participate in a raffle! Names will be drawn for raffle prizes at the end of the day. All of our vendors will be there to answer your questions, distribute free tokens and benefit literature. Various health screenings will be provided by ProMed and San Antonio Community Hospital. Kaiser will sponsor a Plinko of Health Game and offer free fruit smoothies. Also, TIAA-CREF and the Social Security Administration (SSA) will conduct the following presentations during the Benefits Fair on **Thursday, October 29<sup>th</sup>** in Rose Hills Theatre at Pomona College:

### THE CLAREMONT COLLEGES

Pomona College – 1887 • Claremont Graduate University – 1925 • Claremont University Consortium – 1925 • Scripps College – 1926  
Claremont McKenna College – 1946 • Harvey Mudd College – 1955 • Pitzer College – 1963 • Keck Graduate Institute - 1997

- **TIAA-CREF - 11:00 a.m. to 12 Noon: “ Investing for Life’s Goals”** - reviews the basic concepts and strategies that employees should grasp in order to make reasonable investment decisions
- **SSA - 2:00 p.m. –3:00 p.m.: “An Overview of Social Security Retirement Benefits”** - covers topics such as:
  - How to qualify for benefits
  - How to apply for benefits
  - How benefits are calculated
  - Tax on benefits

#### FLEXIBLE SPENDING ACCOUNT

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Remember that your Flexible Spending Account (FSA) enrollment is also due on November 16, 2009. Please note the following when making your elections for your 2010 FSA accounts:

- Pomona College Employees: You **must re-enroll** to continue your FSA.
- All others: If you do not make any changes to your FSA, your current election(s) for 2009 will automatically continue for 2010.

#### QUESTIONS REGARDING OPEN ENROLLMENT

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If you have questions, please review the enclosed FAQ or contact the Office of Benefits Administration as follows:

<ul style="list-style-type: none"> <li>• Claremont University Consortium</li> <li>• Harvey Mudd College</li> <li>• Pomona College</li> <li>• Rancho Santa Ana Botanic Garden</li> <li>• Scripps College</li> </ul>	Anna Huerta, Lead Benefits Specialist 909-607-9494 <a href="mailto:anna_huerta@cuc.claremont.edu">anna_huerta@cuc.claremont.edu</a>
<ul style="list-style-type: none"> <li>• Claremont Graduate University</li> <li>• Claremont McKenna College</li> <li>• Keck Graduate Institute</li> <li>• Pitzer College</li> </ul>	Monica Villanueva, Benefits Specialist 909-607-3684 <a href="mailto:monica_villanueva@cuc.claremont.edu">monica_villanueva@cuc.claremont.edu</a>
<ul style="list-style-type: none"> <li>• COBRA &amp; Retirees</li> </ul>	Lizvett Silva, Benefits Systems Specialist 909-607-9493 <a href="mailto:lizvett_silva@cuc.claremont.edu">lizvett_silva@cuc.claremont.edu</a>
<ul style="list-style-type: none"> <li>• Retirement Plans</li> </ul>	Loo Hsing, Sr. Benefits Analyst 909-607-3780 <a href="mailto:loo_hsing@cuc.claremont.edu">loo_hsing@cuc.claremont.edu</a>  Tony Romero, Retirement Analyst 909-621-8805 <a href="mailto:tony_romero@cuc.claremont.edu">tony_romero@cuc.claremont.edu</a>
<ul style="list-style-type: none"> <li>• Director, Benefits Administration</li> </ul>	Bob Bloomer 909-621-8049 <a href="mailto:robert_bloomer@cuc.claremont.edu">robert_bloomer@cuc.claremont.edu</a>

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