

## CCS Administrative Procedure

### 5.30.01-K Conferences, Meetings, Retreats and Formal Training Sessions

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#### Implementing Board Policy [5.30.01](#)

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#### 1.0 Purpose

State agencies must ensure that hearings, conventions, conferences, meetings, and formal training sessions are held in barrier-free facilities so that individuals with disabilities are not excluded from participation or hindered in performing their jobs.

#### 2.0 Limitations and Requirements

- 2.1 State agencies are required to give first priority to state-owned or state-leased barrier free facilities in place of renting or leasing other facilities.
- 2.2 No retreats by any employee group within the district may be held out of state.
- 2.3 Retreats must be properly approved by the chancellor, college president, or IEL chief executive officer.

#### 3.0 Barrier-Free Meeting Rooms

- 3.1 All meetings should be held in state-owned barrier-free facilities whenever possible.
- 3.2 When a non-state facility is used, whether free or at no cost to the state, the employee responsible for the choice of location and facilities must submit a written request in advance of the event to the chancellor, college president, or IEL chief executive officer that includes the following information:
  - 3.2.1 The purpose and objective of the meeting.
  - 3.2.2 The name of the organizations or persons expected to attend.
  - 3.2.3 An estimate of the number of attendees.
  - 3.2.4 An estimate of the anticipated cost to the state, including the travel cost of the employees.
  - 3.2.5 The reason why a state-owned facility cannot be used.

#### 4.0 Retreats

- 4.1 All retreats should be held in state-owned barrier-free facilities whenever possible.
- 4.2 Exceptions may be granted if other low-cost facilities are available within close driving range. Mukogawa Fort Wright Institute and SIRTI are examples of exceptions that may be granted.
- 4.3 Retreats must be properly approved by the chancellor, college president, or IEL chief executive officer.

#### 5.0 Related Information

OFM State Administration and Accounting Manual (SAAM), [Section 50.50](#), Compliance with Americans with Disabilities Act.