

The COE Institute for Access & Success Professionals: Project Management Edition

Inver Hills Community College- Minnesota

May22-23, 2025

Cost: \$375 Members \$550 Non-Members

Tentative Agenda

Thursday, May 22, 2025

Time	Activity
9:00 am	Registration Opens
10:00 am – 10:15 am	Welcome: COE, Inver Hills Community College, and Minnesota TRIO Representatives
10:15 am – 11:30 am	Opening Session Review of the Higher Education Opportunity Act – Your Law
11:35 am – 12:45 pm	Concurrent Sessions: TRIO Program Regulations (Prior Experience, Substantial Progress, Program Assurances and Q&A) <ul style="list-style-type: none"> • College • Pre-College Youth • Pre-College Adult
1:00 pm – 2:15 pm	Lunch & Learn: How to Read and Interpret Federal Regulations Meal Provided
2:30 pm – 3:30 pm	Concurrent Roundtables: <ul style="list-style-type: none"> • College: Recruiting Tips and Tricks Roundtable • Pre-College Youth: Recruiting Tips and Tricks Roundtable • Pre-College Adults: Recruiting Tips and Tricks Roundtable
3:45 pm – 5:00 pm	General Session OMB Uniform Guidance and EDGAR
6:00 pm	Dinner on Your Own

Friday, May 23, 2025

Represent your program or college in your comfortable attire and shoes

Time	Activity
8:00 am – 9:15 am	Breakfast Session & Presentation: TBD
9:30 am – 10:45 am	General Session: Understand Your Fiscal Authority and Budget

Time	Activity
11:00 am – 12:15 pm	Concurrent Sessions: <ul style="list-style-type: none"> • Preparing for Site Visits and Audits (All) (<i>Repeated in the afternoon</i>) • Roundtable: Summer Program Best Practices (Upward Bound/Upward Bound Math-Science Only) • Creating a Programmatic Brag Sheet to Highlight TRIO effectiveness (All)
12:30 pm – 1:45 pm	Lunch and Learn: How to Tell Your TRIO Story
2:00 pm- 3:15 pm	Concurrent Sessions: <ul style="list-style-type: none"> • Roundtable: Building Professional Development into Your Program (All) • Roundtable: Summer Program Best Practices (Talent Search Only) • Preparing for Site Visits and Audits (All)
3:30 pm – 4:45 pm	General Session Introduction to Creating a Policy and Procedure Manual
4:45 pm – 5:00 pm	Wrap Up

*Bold items are meal functions

Travel Logistics

Inver Hills Community College is located within 12 miles of Minneapolis- Saint Paul Airport ([MSP](#)) and 15 miles to the host hotel. There are many ways to reach campus, including public and private transportation. Trains (Amtrak), buses, and cars are all great options.

Lodging

We invite you to book your accommodations at the **Great Wolf Lodge Minneapolis**, located at 1700 American Boulevard East, Bloomington, MN 55425. To ensure a comfortable and convenient stay, special conference rates are available through the Council for Opportunity in Education's room block. The resort is conveniently located just 11 miles from Inver Hills Community College and offers easy access to the Mall of America.

To reserve your room, [click here](#) or call (844) 561-9653 and reference COE's Block Code: 2505COEC. Make your reservation by Monday, April 28, 2025, to secure these exclusive rates:

- \$90 per night (May 18-22, 2025)
- \$170 per night (May 23, 2025)

Please note, a \$20 daily resort fee applies, which includes up to 4 waterpark passes and other complimentary services.

Waterpark/Hotel Information:

- Waterpark Hours: 10 AM - 8 PM
- Hotel Check-in starts at 4 PM and Hotel Check-out is 11 AM

Parking:

- Parking Fee: \$15.00 per vehicle per day/night.
- Guests staying overnight may add parking charges to their room folio upon check-in.