

AGENDA

CONVENE REGULAR MEETING.....6:00PM

Lake Coeur d'Alene Room, Edminster Student Union Building, 495 N College Dr, Coeur d'Alene
Zoom: <https://nic.zoom.us/j/84514063675>

CALL TO ORDER / VERIFICATION OF QUORUM Brad Corkill

APPROVE AGENDA Brad Corkill

PLEDGE OF ALLEGIANCE Brad Corkill

MESSAGE FROM BOARD CHAIR Brad Corkill

PUBLIC COMMENT Brad Corkill

The NIC Board of Trustees welcomes public comment on agenda items from in-person attendees, and commenters will be limited to two minutes per individual. Remarks are subject to NIC Policy 2.01.03. Individuals interested in providing public comment outside of the meeting may email board@nic.edu.

CELEBRATING SUCCESS: Simulation Center Nick Swayne, PhD / Myles Larson

CONSTITUENT REPORTS

- ASNIC Blake Sanchez
- Faculty Assembly Jon Gardunia, DPT
- Staff Assembly Dan Adams
- Senate Matt Petersen, PhD

PRESIDENT'S REPORT Nick Swayne, PhD

INFORMATION ITEMS

- Enrollment – Fall (*deferred until Dec meeting*) Nick Swayne, PhD / Tami Haft
- Instruction: Career & Technology Nick Swayne, PhD / Vicki Isakson
- Strategic Plan: Goal 5 Metrics Nick Swayne, PhD / Sarah Garcia / Ken Wardinsky
- Continuous Improvement Cycle Nick Swayne, PhD / Ken Wardinsky
- Accreditation Update Nick Swayne, PhD / Steve Kurtz, EdD / ACCT Consultants

CONSENT AGENDA Brad Corkill

- Action ([Tab 1](#)): Approve Board Regular Meeting Minutes for October 15, 2025

NEW BUSINESS

- Action: Approve Self-Assessment Results Brad Corkill
- Action ([Tab 2](#)): Accept NIC Audit Results Nick Swayne, PhD / Sarah Garcia
- Action / Discussion ([Tab 3](#)): First Reading of Board Goals 2025-2026 Brad Corkill
- Action / Discussion: Board Policy Subcommittee Meeting Report Tarie Zimmerman / Mary Havercroft
- Action: Elect Board Officers Brad Corkill
- Action ([Tab 4](#)): Complete Trustee Annual Affirmation Brad Corkill

TRUSTEE REMARKS FOR THE GOOD OF THE ORDER

ADJOURN

Tab 1

BOARD OF TRUSTEES MEETING
November 19, 2025

TAB 1

CONSENT AGENDA: Approve Board of Trustees Regular Meeting Minutes for October 15, 2025

BACKGROUND: Tab 1 includes the Regular Board Meeting Minutes for October 15, 2025

SUGGESTED MOTION FOR BOARD ACTION

It is requested that [Board Member] make the motion to approve the Board of Trustees Regular Meeting Minutes for October 15, 2025 as presented.

Prepared by: Suzy Scura
Board Clerk

 **North Idaho College**
BOARD OF TRUSTEES MEETING
Edminster Student Union Building
October 15, 2025
MINUTES

CALL TO ORDER

Chair Brad Corkill called the meeting to order at 6:00 p.m. and verified that a quorum was present with four Trustees in attendance.

ATTENDANCE

Trustees: Brad Corkill
Rick Durbin
Mary Havercroft
Tarie Zimmerman

Also present: Nick Swayne, President

APPROVE AGENDA

Chair Corkill called for a motion to approve the agenda as presented. Trustee Tarie Zimmerman made the motion which was seconded by Trustee Rick Durbin. The Chair called for the vote. The motion passed unanimously with four votes in favor. Chair Corkill then led the Pledge of Allegiance.

MESSAGE FROM BOARD CHAIR

Chair Corkill reported that the Board will meet with the visiting team from the Northwest Commission on Colleges and Universities (NWCCU) on October 16, 2025. Subsequent meetings with the Chair, Vice Chair Zimmerman, and President Swayne are scheduled for October 17, 2025. Chair Corkill expressed optimism about the outcomes of these meetings.

The Chair also noted that four Trustees will attend the upcoming Association of Community College Trustees (ACCT) Leadership Congress in New Orleans, LA, describing it as a valuable and rewarding professional development opportunity.

PUBLIC COMMENT

There were no requests from the public to make comments.

CELEBRATING SUCCESS: STUDENT LEARNING OUTCOMES ASSESSMENT (SLOA)

Dr. Sherry Simkins, Dean of Instruction, Transfer and General Education; Dr. Laura Godfrey, Faculty Coordinator- Accreditation Assessment/Associate Professor; and Scott Estes, Professor - Spanish/Assistant Division Chair shared highlights of the College's SLOA program and related systems. Their presentation is included as an addendum to these minutes.

CONSTITUENT REPORT

ASNIC

President Blake Sanchez was not present at this meeting.

Faculty Assembly

Chair Jon Gardunia, DPT, reported that the recent Faculty Assembly meeting included regular reports as well as a presentation from the Math Department on how SLOA data was used to improve course designs and student outcomes. He said that faculty are engaging with students following midterms to connect them with campus resources, and are continuing efforts to strengthen engagement among campus communities. Dr. Gardunia concluded his report by announcing that St. Luke's Episcopal Church will sponsor an Oktoberfest event for faculty and staff on October 24, 2025.

Staff Assembly

Chair Dan Adams reported on the recent Staff Assembly meeting which included presentations on NIC's X-Labs program and TRIO Student Support Services. Additional topics of discussion included NIC Foundation grant deadlines, Family Educational Rights and Privacy Act (FERPA) and Title IX compliance training, a planned food drive, and the need to fill two vacant Senate seats from Staff Assembly membership.

Senate

Chair Matt Petersen, PhD, stated that the Senate has not met since the last regular Board of Trustees meeting and will meet next on October 26, 2025. He reported that Matthew Nolan, Program Director/Associate Professor RADT, and also a member of the Policy Review Subcommittee, will be leaving the College, and the Senate is working to fill that vacancy.

PRESIDENT'S REPORT

Accreditation

The NWCCU accreditation visit is set to begin on October 16, 2025. Most members of the evaluation team arrived in Coeur d'Alene earlier in the day and may be observing this meeting. The final report is expected to be completed by the first week of November and will be shared with the Board upon receipt. The next step in the accreditation process will be a presentation to the full commission in Seattle, WA during the last week of January 2026, with the exact session date to be determined.

Goal 1: Student Success and Access

October 15, 2025 marked Census Day, representing the fifth consecutive term of enrollment growth. Core enrollment, including transfer and Career and Technical Education (CTE) programs, increased 3.1% over last year following a 5.1% increase the previous year. Dual credit enrollment rose an additional 1.2% this year, totaling a 37% increase over two years.

Student retention improved by 8% over the prior year, due in part to the work of the SLOA Committee and initiatives such as the First-Year Experience (FYE) and NIC CARE programs. Ongoing efforts to strengthen faculty-student relationships are a key factor in improving retention and student success.

The College is launching a new, comprehensive orientation program for incoming students. A pilot will begin in the spring, with full implementation planned for the fall term. The program is designed to improve student success by familiarizing new students with available campus resources and engagement opportunities. NIC has not had a robust orientation program in recent years, and this initiative is expected to make a significant positive impact.

Goal 2: Academic Programs and Pathways

Interim Provost Dr. Lloyd Duman and Dr. Sherry Simpkins are overseeing the Cardinal Classical pathway, on track for a fall launch, with a dedicated website under development.

Dual credit growth remains a strategic enrollment priority. Following a 36–37% increase, efforts are focused on converting these students into matriculated “dual freshmen” through informational packets and support to encourage completion of their associate's degrees. Earning an associate's degree at NIC provides cost savings and allows students to transfer as juniors to Idaho four-year institutions.

Goal 3: Community Partnerships and Engagement

Dr. Swayne reported that efforts continue to keep the community informed, and that Tom Greene, Interim Chief Communications and Government Relations Officer will present the newly released NIC Community Report later in the meeting.

Prior to the meeting, the Trustees toured the American Indian Student Center which is progressing well and will provide an important resource for students. Its completion fulfills the final point of the 1997 nine-point agreement with the Coeur d'Alene Tribe.

Goal 4: Institutional Systems and Integration

Sarah Garcia is the lead on this goal which focuses on creating a unified educational system among the College and its various centers. Ms. Garcia will present the Goal 4 metrics later in the meeting.

Goal 5: Operational Excellence and Infrastructure

The metrics for Goal 5 will be presented at the regular November Board of Trustees meeting. Goal 5 encompasses employee retention and pay, technology enhancements, ongoing renovations and campus improvements.

General Updates

The College may nominate up to four students annually for the All-USA Academic Team Scholarship Program through the Phi Theta Kappa (PTK) Honor Society. Several NIC students have received national awards, including the Coca-Cola Scholars recognition. Amber Hasz, Assistant to the Dean, Office of Instruction, and NIC PTK Advisor, will hold an informational meeting for interested students on October 23, 2025 from 12:00 p.m. – 1:00 p.m. in the Edminster Student Union Building (SUB) Driftwood Bay Room.

NIC's Theatre program is presenting their fall play, *Night Sky* beginning October 16, 2025. Evening performances will run October 16-17, and October 23-24, 2025 at 7:00 p.m. Matinees will be presented on October 18 and 25, 2025 at 2:00 p.m.

A proposed Regional Technology and Innovation Hub (Tech Hub) center in the Spokane-Coeur d'Alene region received designation from the US Economic Development Administration (EDA) two years ago, however the initial proposals were not funded. The EDA has re-announced an open Notice of Funding Opportunity (NOFO) for the program and NIC is preparing a proposal for submission. A successful award would have a significant positive impact on the region's economy through the advancement of aerospace manufacturing initiatives.

President Swayne recognized Amber Hasz for her leadership in updating the furniture in the Molstead Library. The newly installed furniture has modernized the space and created new study areas for students. The additions include enclosed "quiet spaces" designed for individual study, Zoom meetings and interviews. The updated furnishings are being well used by students and have significantly enhanced the environment.

Upcoming Events

The President and four Trustees will attend the Association of Community College Trustees (ACCT) Leadership Congress from October 21-25, 2025 in New Orleans, LA. President Swayne will act in his new role on the ACCT Advisory Committee of Presidents and Trustee Zimmerman will serve in her role as a member of the ACCT Public Policy and Advocacy Committee. She and Trustee Mary Havercroft, along with ACCT consultant Dr. Debbie DiThomas, have been invited to present on Board policy development and maintenance. This invitation highlights the Board's progress over the past several years and reflects positively on NIC's governance efforts.

The NIC Detention Academy graduation ceremony will be held on October 24, 2025 at 1:00 p.m. in the SUB, Coeur d'Alene Room.

President Swayne recognized the NIC men's soccer team for their 4-1 victory over the College of Southern Idaho (CSI).

INFORMATION ITEMS

Area Agency on Aging

Sarah Garcia, Vice President for Finance and Business Affairs, introduced Sage Stoddard, Director – Aging and Adult Services. Ms. Stoddard described the various support services provided to eligible members of the community by the Area Agency on Aging of North Idaho.

Development Department

Rayelle Anderson, Director - Development/Executive Director NIC Foundation provided an overview of the Development Department and their role in coordinating institutional fundraising and grant procurement efforts. Her presentation is included as an addendum to these minutes.

Strategic Plan: Goal 4 Metrics

Sarah Garcia and Tom Greene shared an overview of the metrics associated with Goal 4 of the College's strategic plan. Their presentation is included as an addendum to these minutes.

Accreditation Update

Dr. Swayne stated that, prior to this meeting, the Trustees met to review the schedule and flow of events for the upcoming NWCCU site visit. Accreditation Liaison Officer Dr. Steve Kurtz provided a brief operational update and outlined the next steps in the process.

Compensation Study Update

Chief Human Resources (HR) Officer Meagan Snyder presented an overview of the HR department's ongoing initiatives, focusing specifically on retention and compensation strategies. Her presentation is included as an addendum to these minutes.

Accessibility Compliance

President Swayne explained that recent updates to federal accessibility requirements posed significant challenges for compliance. Chief Information Officer Ken Wardinsky was able to identify and implement YuJa, an accessibility tool that significantly improved compliance levels in a short period of time. Mr. Wardinsky presented an overview of the project's progress, complete with a live demonstration.

CONSENT AGENDA

Tab 1: Approve Board Executive Session Minutes for September 15, 2025 and Tab 2: Approve Board Executive Session and Regular Meeting Minutes for September 24, 2025

Chair Corkill requested a motion to approve the consent agenda as presented. Trustee Durbin made the motion which was seconded by Trustee Havercroft. Chair Corkill called for the vote. The motion passed unanimously with four votes in favor.

TRUSTEE REMARKS FOR THE GOOD OF THE ORDER

President Swayne stated that on September 23, 2025, the Coeur d'Alene Fire Department donated a ladder truck to the College. The donation received local media coverage and will significantly enhance the College's ability to train future firefighters.

Dr. Swayne also commended the women's soccer team for their recent win over Pacific Northwest Christian College. Under a new league rule ending games when a team leads by eight goals after 70 minutes, the NIC women's team secured a decisive victory – an outstanding accomplishment within league play.

Trustee Zimmerman shared that she attended the Rathdrum Rumble car show held at the Parker Technical Education Center on September 27, 2025. She noted that the event was well attended and featured a variety of creative car displays, including a Volkswagen bug decorated in a Barbie theme.

The meeting was adjourned at 7:34 p.m.

Respectfully Submitted,
Suzy Scura, Board Clerk

Addenda:

- 1) SLOA Presentation
- 2) Development Department Presentation
- 3) Strategic Plan Presentation: Goal 4 Metrics
- 4) Compensation Study Update

HIGHLIGHTS of NIC Program and GEM Assessment:

- ▶ **Dual Credit:**
Addressed first-gen student achievement gaps; created new advising and registration resources.
- ▶ **Residence Hall Survey**
SLOA-initiated; expanded campus-wide response to GEM achievement gaps.
- ▶ **International Student Athletes (NIC)**
Dashboards revealed GEM 1 (written communication) gaps; Summer Bridge program developed collaboratively by English faculty and Athletics.
- ▶ **GEM 4 (Natural Sciences)**
Meyer Science Tutoring Center usage increased; dashboards document upward trends in student success.
- ▶ **GEM 7 (FYE)**
Faculty identified first-gen and low-SES student achievement gaps; currently planning targeted resource connections and community-building opportunities.
- ▶ **World Languages Program (23-24 Program Review)**
Student success improved to 94.7%; dashboards allowed visualization of impact of eLearning Canvas tutorials.



Development Department

NIC President's Goals

1. Student Success & Access
2. Academic Programs & Pathways
3. Community Partnerships & Engagement

October 15, 2025

North
Idaho
College
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Development Department

The Development Department works alongside administration, faculty, and staff to support and coordinate institutional fundraising and grant procurement efforts consistent with college policies 7.03 and 7.03.01.

Why?

To elevate student access and success and enhance educational excellence throughout North Idaho College.



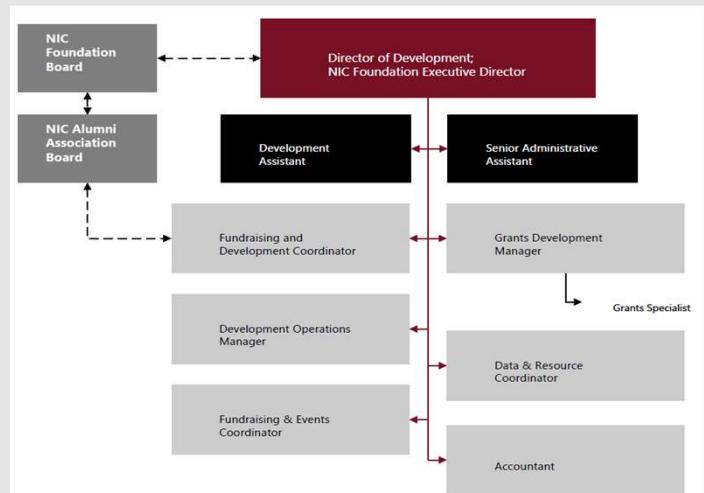
Development Department

The Development Department includes:

- Grants Development
- Alumni Relations

And facilitates partnerships with:

- NIC Alumni Association
- NIC Foundation, Inc.



Development Department

In support of NIC's Strategic Plan and Presidential goals and priorities, our department goals center around:

- Cultivating relationships to build awareness and elevate engagement in and support for NIC
- Increasing total dollars made available for student scholarships and program enrichment
- Securing resources for priority needs and projects
- Stewarding relationships and resources effectively

Development Department

Grants Development

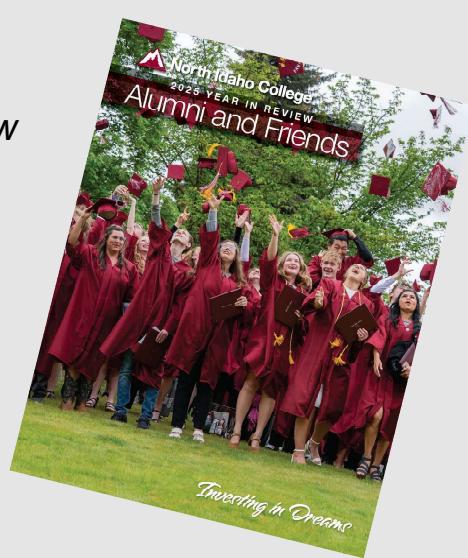
	Average 5 yr			
	#	FY21-FY25	#	FY25
Grant Applications Submitted	17	\$2,782,577	11	\$5,012,852
New Grants Awarded	11	\$1,121,921	6	\$229,685
Pending Grants			3	\$1,867,476

Does not include federal and state program funding for Pell Grants, ABE, CTE Programs, Workforce Training Contracts, Head Start or AAA.

Development Department

Alumni Relations

- *Alumni and Friends Year in Review* to 19,500 homes
- 3,608 members
- Commencement
 - Ceremony
 - Receptions
 - Alumni Association pins to graduates
- Retiree outreach



Development Department

NIC Foundation granted over \$1.6 million to NIC in 2024-25:

- Nearly \$1.4 million distributed in 1,574 scholarship awards
- Over \$239,000 for program enrichment



NIC Foundation has already granted over \$1.5 million in scholarship support for academic year 2025-26, an all-time record.

Development Department

What's Next?

- Increase student scholarship support
- Secure resources to advance NIC's strategic priorities
- Elevate stakeholder engagement
- Increase number of donors and grant funders

Development Department



**Helping to change
lives...one student
at a time.**

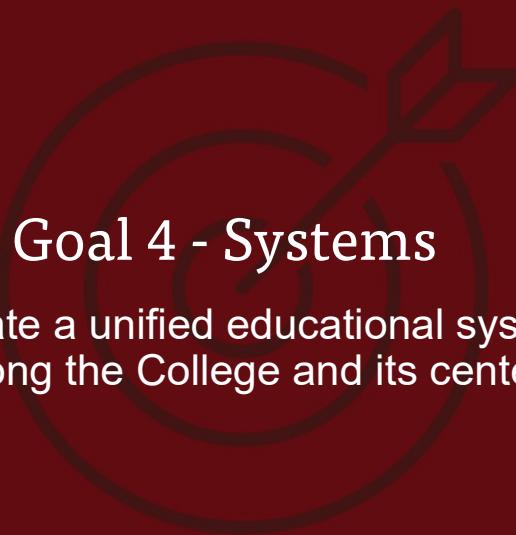
2025 - 2030

Strategic Plan

Goal 4



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Goal 4 - Systems

Create a unified educational system
among the College and its centers.



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Human Resources

North Idaho College

► nic.edu

Retention Plan

Compensation



Talent Acquisition



Total Rewards



Leadership



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Total Compensation

5.1 Review and update NIC's compensation to ensure competitiveness, and alignment with industry standards while incentivizing and encouraging employee development.



Total Compensation Study

Phase One: FY26 → FY27

Compensation
Strategy

Position
Framework

Compensation
Benchmarking





Compensation Strategy

- **Request for Proposal (RFP) will be Launched in November**
- Request & Review Data/Materials
- Gather Stakeholder Input
- Develop and Refresh Compensation Strategy



Essential Elements for Success

- **Leadership and Stakeholder Buy-In**
- **Comprehensive Data and Market Analysis**
- **Clear Strategic Alignment**
- **Transparent Communication Plan**



Talent Acquisition (Recruitment)

15 New Faculty

68 Positions Filled FY26

102 Positions Filled in FY25

82 Departures in FY25
(92 in FY24)

17.5 Average Applicants FY25

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GOAL 4

Objective 4.1

Provide seamless integration of academic programs, resources, and services among the college campus and its centers to ensure a consistent, cohesive, and streamlined educational experience for all students.



GOAL 4

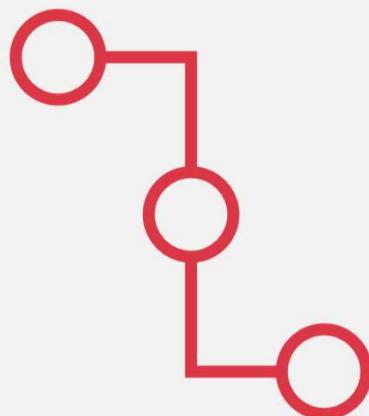
Objective 4.1

4.1.1 Integrated pathways exist across all centers.

Multiple pathways currently being discussed and worked on.

4.1.2 Student support services are provided at all centers.

Still in pre-planning

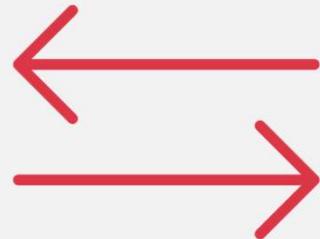


GOAL 4

Objective 4.1

4.1.3 Lumens patch/module (system) for student data transfer from non-credit to credit purchased, deployed, and used by students.

Currently exploring software solutions



4.1.4 Process developed to move courses from non-credit to credit.

Currently under discussion

GOAL 4

Objective 4.2

Strengthen information-sharing networks between the main campus and its centers, and marketing to the NIC service region, to develop clear and consistent messaging.



GOAL 4

Objective 4.2

4.2.1 Establish communication information structure.

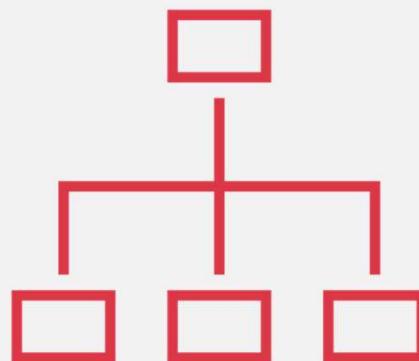
Currently reviewing policies, procedures, and guidelines for various social media policies.

4.2.2 Identify and implement a communication technology solution.

Element 451 will be coming online this January.

4.2.3 Develop communication hierarchy plan across all campus sites.

Reviewing and updating all Crisis Communication plans that affect all sites and establish communication hierarchies during emergencies.



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GOAL 4

Objective 4.2

4.2.4 Integrate marketing plans for all centers



► nic.edu

Tab 2

BOARD OF TRUSTEES MEETING
November 19, 2025

TAB 2

SUBJECT: External Financial Audit for FY2025

BACKGROUND: An annual financial audit report for North Idaho College is prepared by an external audit firm. The college has engaged the Boise firm of Eide Bailly, LLP to perform the audit.

DISCUSSION: Jodi Daugherty, CPA, Partner with Eide Bailly, LLP will present the audit. A detailed audit exit conference will be conducted prior to the meeting by Ms. Daugherty, Partner, with planned attendance by North Idaho College Board Members Brad Corkill and Tarie Zimmerman as well as, President Dr. Nick Swayne, and Vice President for Finance and Business Affairs Sarah Garcia and her staff.

COMMITTEE ACTION: None.

FINANCIAL IMPACT: None.

REQUESTED BOARD ACTION: The board's action in connection to the audit is to receive and accept the auditor's independent report. The findings in the report are not subject to change by the board and therefore the board's action is not to approve, but to accept the report.

It is requested that the board consider a motion to accept the FY2025 Audit.

Prepared by: Sarah Garcia
Vice President for Finance and Business Affairs

Tab 3

BOARD OF TRUSTEES MEETING
November 19, 2025

TAB 3

NEW BUSINESS: Approve the Board's Annual Goals

BACKGROUND: Following a facilitated discussion, the Board's Annual Goals may be presented in the open meeting for ratification by a vote of the full Board

SUGGESTED MOTION FOR BOARD ACTION

It is requested that [Board Member] make the motion to approve the Board's Annual Goals as presented.

Prepared by: Suzy Scura
Board Clerk

Tab 4

BOARD OF TRUSTEES MEETING
November 19, 2025

TAB 4

NEW BUSINESS: Trustee Annual Affirmations

BACKGROUND: Tab 4 includes the NIC Board of Trustees Annual Affirmation

SUGGESTED MOTION FOR BOARD ACTION

It is requested that [Board Member] make the motion for each of the Trustees to complete and sign the Trustee Annual Affirmation.

Prepared by: Suzy Scura
Board Clerk



Annual Trustee Affirmation

As a North Idaho College Trustee,

I affirm that:

- I will work to support the interests of North Idaho College (“NIC”) and the Board.
- I will recognize that authority over the organization is only vested in the Board when it meets in legal session;
- I recognize my authority exists only when acting collectively with my fellow board members, and that our authority is derived from, and obliged to serve, the interests of our entire community;
- I will devote time, thought, and study to the duties of a trustee, and engage in an ongoing process of in-service education and continuous improvement;
- I will consider information received from all sources and base decisions upon all available facts while maintaining confidentiality of privileged information;
- I will work with fellow trustees in a spirit of harmony and co-operation, and respect differences of opinion;
- I will respect the majority decisions of the Board.
- I will demonstrate discretion when making public statements in person, online or in other forums, so as to minimize the impression that such statements reflect the opinion of NIC or the Board. This includes full disclosure to participants when attending meetings as an ordinary citizen.
- I will be prepared to participate in open, honest, and civil deliberation with my colleagues, vote my conscience rather than to advance any special interests, and respect the decisions we make;
- I will deal appropriately with sensitive issues and respect the confidentiality of discussions that take place during executive sessions;
- I represent everyone the College serves, not a particular interest group;
- I will declare any potential conflict of interest. I will not participate in, vote on, or exert influence on, any decision in which I cannot be unbiased;
- I will abide by the Code of Ethics (Policy reference will be added once approved);
- I will honor the division of responsibility between the Board and the President and staff and contribute to creating a spirit of true cooperation and a mutually supportive relationship in support of our community.

Trustee Signature

Date