 **North Idaho College**
BOARD OF TRUSTEES MEETING
NIC Workforce Training Center, Post Falls, ID
January 21, 2026
MINUTES

CALL TO ORDER

Chair Tarie Zimmerman called the meeting to order at 6:01 p.m. and verified that a quorum was present.

ATTENDANCE

Trustees: Brad Corkill
Rick Durbin
Mary Havercroft
Eve Knudtsen
Tarie Zimmerman

Also present: Nick Swayne, President

APPROVE AGENDA

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

MESSAGE FROM BOARD CHAIR

Chair Zimmerman reported that an accreditation hearing with the Northwest Commission on Colleges and Universities (NWCCU) has been scheduled for January 28, 2026. A Policy Subcommittee meeting will be held on the same date.

Prior to the meeting, the Trustees participated in a 30 minute tour of the Workforce Training Center (WTC) led by Executive Director of Workforce & Economic Development Colby Mattila. The Trustees observed significant activity and a great deal of positive change underway. Chair Zimmerman expressed appreciation for the tour and conveyed a positive impression of the facility.

PUBLIC COMMENT

Rick Currie Budget Action

CELEBRATING SUCCESS: ACADEMIC SUPPORT CENTERS

President Swayne introduced Associate Dean of Academic Support Holly Edwards, who provided an overview of the Cardinal Learning Commons and the College's Writing Center. Meyer Health and Sciences Center Coordinator Patty Maloney and Math Education Center Coordinator Sarah Adams presented on their respective areas. Student and part-time Math Tutor Gabrielle Symons shared remarks on the positive impact the Math Education Center and the Cardinal Learning Commons have had on her education. Several Trustees and President Swayne offered positive comments following the presentation. The presentation is included as an addendum to these minutes.

CONSTITUENT REPORTS

ASNIC

Student Senator Roger Griffin reported on behalf of President Blake Sanchez who was not present. Recent ASNIC activities included approval of an urgent Fast Grant request, work on a preliminary budget, and planning for the completion of ongoing projects, including the addition of a guitar in the Edminster Student Union Building (SUB), and the installation of new televisions for common use. Mr. Griffin stated that ASNIC leadership has reaffirmed its commitment to acting in the best interests of students through both routine operations and future initiatives.

Faculty Assembly

Professor – Business, and Faculty Assembly Vice Chair Kristi Mendoza reported on behalf of Chair Jon Gardunia, DPT who was not present. The January Faculty Assembly meeting included a status update from

Chief Human Resources Officer Meagan Snyder regarding the 2025 Great Colleges to Work for Climate Survey taken by faculty and staff in April 2025. Other activities included regular constituent committee reports and a second reading of Policy 5.04 (Grading). The policy was approved by the Faculty Assembly and will now be forwarded to Senate.

Staff Assembly

Chair Dan Adams reported that following the holiday break, staff returned to significant weather related impacts on campus, including numerous fallen trees. The January Staff Assembly meeting was canceled due to the high level of activity at the start of the semester as staff focused on resuming normal campus operations. Mr. Adams reported that several new staff members have been welcomed to campus and he expressed anticipation for a productive spring semester.

Senate

Chair Matt Petersen, PhD extended gratitude to the Academic Support Centers for their role in supporting student success beyond the classroom. The Senate will meet on January 22, 2026 where agenda items will include a second reading of Procedure 3.02.16 (Staff Compensation Structure) and a review of standing committees. Dr. Petersen noted that committee participation is a contractual obligation for faculty, and that many staff members also contribute significant time. The Senate is reviewing standing committees to assess effectiveness and alignment with strategic plan implementation needs.

PRESIDENT'S REPORT

Accreditation

The College is prepared to appear before the upcoming NWCCU meeting of the full commission scheduled for January 28, 2026. President Swayne expressed optimism that this may be the final special review of NIC and he is hopeful that the College will return to good standing as a result. The NWCCU will issue an action letter within 30 days of the meeting, with a decision expected no later than March 2, 2026. The outcome will be promptly communicated to the campus community and the public.

Goal 1: Student Success and Access

Dean of Enrollment Services Tami Haft provided a thorough update on Fall enrollment later in this meeting. Prior to that, President Swayne shared Spring enrollment is up approximately 8% compared to the prior year, marking approximately six consecutive terms of enrollment growth. Full-time student enrollment is up nearly 13% across all categories, representing approximately 175 additional students on campus.

Goal 2: Academic Programs and Pathways

President Swayne reported that Interim Provost Dr. Lloyd Duman continues to lead the effort to develop an integrated system that aligns credit and non-credit programs more clearly. The goal is to support flexible, lifelong learning pathways that allow students to progress without loss of credit as they advance through programs.

Goal 3: Community Partnerships and Engagement

Construction of the NIC's American Indian Student Center is progressing well and nearing completion. President Swayne said that the project represents the final requirement of the nine-point agreement signed in 1997 between NIC and the Coeur d'Alene Tribe.

The College is actively participating in a NASA Technology and Innovation Hub (Tech Hub) proposal to support workforce training in aerospace and advanced manufacturing. Additionally, the President reported that NIC will participate in a delegation to Taiwan through the Idaho Department of Commerce to learn advanced manufacturing processes.

Goal 4: Institutional Systems and Integration

President Swayne reminded the group this goal involves institutional systems and integration, with efforts focused on aligning remote sites, including the WTC, the Parker Technical Education Center, and NIC at Sandpoint. Dual credit enrollment in Sandpoint increased significantly, up approximately 385% from the previous year, growing from about 8–10 students to approximately 65. This growth was attributed to strengthened leadership, high school engagement, and the institution's improved standing.

Goal 5: Operational Excellence and Infrastructure

Over the past five months, all five major strategic goals have been reviewed. The President shared that later in the meeting, Accreditation Liaison Dr. Steve Kurtz will discuss the process of distilling the numerous goals and objectives into a focused set of measures. The goals have been condensed into 12 essential items, serving as direct or indirect indicators to track progress and demonstrate mission fulfillment to the NWCCU.

General Updates

President Swayne stated that efforts are underway to align actual expenditures more closely with the approved budget. Updated state revenue projections were reported, indicating the budget outlook may be less severe than initially anticipated, though planning continues for a wide range of scenarios.

The President described the Fund for the Improvement of Postsecondary Education (FIPSE) grant program and reported that the College submitted a grant proposal to the State Board of Education (SBOE). While NIC's proposal was not selected, the SBOE was awarded a \$4 million grant.

President Swayne reported that the NIC women's and men's basketball teams split their contests on Saturday against Snow College, with the women securing a victory and the men not prevailing. Both teams are scheduled to play Salt Lake City Community College on Thursday, January 22, 2026 at Christensen Gym.

President Swayne reported that the NIC wrestling program is currently ranked sixth in the country. The team is scheduled to compete against Big Bend Community College, currently ranked tenth nationally, on Friday, January 23, 2026.

President Swayne said that he and some Trustees will attend the Association of Community College Trustees (ACCT) Legislative Summit being held in Washington, D.C. from February 8 – 11, 2026.

The President announced that the Great Northwest Safety Fest will take place February 8 – 11, 2026 at the WTC. The event is sponsor-funded and offers free, one-day training opportunities to the public, including certifications such as forklift operation and first aid.

President Swayne brought attention to two favorable articles featured in the Coeur d'Alene Press. Under the instruction of Associate Professor - Graphic Design Phillippe Valle, a NIC student was recognized for multiple awards, including one for the design of holiday wrapping paper. Another article referred to NIC's \$4 million FIPSE grant proposal submission.

INFORMATION ITEMS

Instruction – Workforce Training

Colby Mattila provided an overview of the Workforce Training Center highlighting the WTC's community impact, enrollment statistics, and Fiscal Year 2025 (FY25) revenue. Mr. Mattila's presentation is included as an addendum to these minutes.

Finance (Q2 Oct – Dec)

Vice President for Finance and Business Affairs Sarah Garcia presented a brief finance update for the second quarter of FY26. Her presentation is included as an addendum to these minutes.

Fall Enrollment

Tami Haft shared an overview of Fall 2025 enrollment statistics based on the October 15, 2025 census. She reported a 1.7% increase in total student headcount compared to Fall 2024, and a 17% increase compared to Fall 2023. Increases were also noted among transfer and dual enrollment students. Ms. Haft's presentation is included as an addendum to these minutes.

Budget Assumptions

Sarah Garcia led the Trustees through a review of the College's FY27 Budget Planning Assumptions. She answered questions from the Trustees and President Swayne offered additional comments. Ms. Garcia's presentation is included as an addendum to these minutes.

Center for New Directions

Coordinator - Center for New Directions Louisa Rogers presented an overview of the grant funded Center for New Directions. She described the various services offered and shared the Center's growth statistics. Ms. Rogers shared the success story of a recent NIC graduate who greatly benefited from the Center's assistance. Her presentation is included as an addendum to these minutes.

Strategic Plan Update

Dr. Steve Kurtz explained how NIC's mission statement, reviewed through multiple strategic planning processes, guides meaningful goals and indicators. He described the various methods used by the College to assess mission fulfillment, and stated that strategic planning allows NIC to demonstrate ongoing improvement and to benchmark performance against regional and national peer institutions. Dr. Kurtz's presentation is included as an addendum to these minutes.

CONSENT AGENDA

Tab 1 and 2: Approve Board Facilitated Discussion Minutes for November 19, 2025 and Approve Board Regular Meeting Minutes for November 19, 2025

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

NEW BUSINESS

Tab 3: First Reading of Board Goals 2025-2026

Chair Zimmerman stated that this is a first reading of the Board goals that were developed and refined during a special workshop in November 2025. She then requested a motion to discuss and/or approve the 2025 – 2026 Board goals. Trustee Knudtsen made the motion to approve the Board goals as presented. The motion was seconded by Trustee Rick Durbin. With no discussion, Chair Zimmerman called for the vote. The motion passed unanimously with five votes in favor.

Election of KTEC Liaison

President Swayne explained that Trustee Havercroft has been serving as liaison between NIC and the Kootenai Technical Education Campus (KTEC). Trustee Havercroft expressed her desire to continue serving in the role. Chair Zimmerman requested a motion to reappoint Trustee Havercroft as KTEC Liaison. Trustee Knudtsen made the motion which was seconded by Trustee Durbin. Chair Zimmerman called for the vote. The motion passed unanimously with five votes in favor.

TRUSTEE REMARKS FOR THE GOOD OF THE ORDER

Trustee Havercroft reported on attending the December 2025 Medical Assisting and Surgical Technology pinning ceremonies and noted the strong sense of community within the programs. She recognized the retirement of Professor/Program Director-Medical Assistant Program Cindy Pavel and her contributions to student success, including strong exam outcomes and job placement.

Chair Zimmerman concluded the meeting with words of appreciation to the WTC staff for hosting the Board. She noted that the tour was informative and well organized, and thanked the staff for their hospitality.

The meeting was adjourned at 7:50 p.m.

Respectfully Submitted,
Suzy Scura, Board Clerk

Addenda:

- 1) Academic Support Centers Presentation
- 2) Workforce Training Center Presentation
- 3) Finance (Q2 Oct – Dec) Presentation
- 4) Fall Enrollment Presentation
- 5) Budget Assumptions Presentation
- 6) Center for New Directions Presentation
- 7) Strategic Plan Update Presentation

North Idaho College Learning Centers

- Meyer Science Tutoring
- Math Education Center
- Cardinal Learning Commons
- Writing Center



North Idaho College

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Meyer Science Tutoring

24% Increase in student encounters between Fall 2024 and Fall 2025

Instructional and Academic Support for the following subjects:

- Biology
- Human Biology Anatomy & Physiology
- Bacteriology
- Botany
- Ecology
- Zoology
- Chemistry
- Physics
- Geography
- Geology
- Environmental Science



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Meyer Science Tutoring

Study Skills Seminars offered with the following topics

- Reducing Test Anxiety
- Time Management
- Stress Relief
- Wellness

Students have access to equipment such as

- Microscopes with Digital Cameras
- Chemistry Molecular Models
- DNA Model Sets



Math Education Center

- The MEC Consistently Exceeds 2000 Sign-ins each Fall
- Students Spent 5,176 hours in the M.E.C. this Fall
- *Math Refresh & Review* Offered Between Terms



Cardinal Learning Commons

- Increased Academic Coaching appointments every semester and year over year since coaching began in 2022.
- Increased coaching utilization for students on probation, many of whom passed classes and came off of probation after coaching.
- Many students struggling to pass a specific class have passed with coaching support
- Free coffee, tea, and snacks available for students to help support a community atmosphere



Writing Center

- 40% increase in consultant appointments since midterms.
- 139 students who met with a faculty consultant for feedback.
- 100% of survey respondents rated their session “excellent” or “very good.”



STUDENT SUCCESS & THANK YOU'S

Writing Center:

Praise for lead consultant Lori Wallin stated:

"Mrs. Wallin was incredibly helpful with my essay! She carefully read through it in its entirety and provided the type of feedback I was hoping to receive. She took great care in being thorough, and her critiques clarified the portions I needed to alter. I appreciate her recommendation explanations, as well as her overall thoughts and opinions. Thank you, Mrs. Wallin, for not only your second set of eyes while proofreading and analyzing my paper, but also for your great thoroughness, care, and attention to the overall structure and flow of my writing."



STUDENT SUCCESS & THANK YOU'S

Dear Tutors,

Thank you so much for all that you do. Last semester I took the class I was terrified of not passing. With all your help and hard work. I passed! VAY? Now I am a step closer to my career and I am now passed one of my biggest obstacles. I am so thankful for all that you guys do!

Tess Williams

Thank you to everyone in the Math Education center for making my first semester back to college so worthwhile. I didn't know what to expect going into this semester & I was super nervous about going back to school. But the little community I've found here really made the whole semester wonderful. I've never found myself actually ENJOYING math before, but it's thanks to all the wonderful, knowledgeable tutors here that I've found myself enjoying the problem solving aspect of it. So thank you to all the

tutors, Christina, Joe, Karen, Michael, Nathan, & any others I didn't get to meet, & any other staff that help to keep the MEC running. You all play an enormous part in everyone's academic journey, at least you did for the first semester of mine. Thank you all.

May your Expo markers never run dry & your whiteboards always be clean & white.

Sincerely,
Jillian P.



STUDENT SUCCESS & THANK YOU'S

Sarah & crew
Yo guys are the ♥ beat of NIC. Students (myself included) flock to you and your loving space for math and every other subject!
Thanks for the coffee & treats that have tied me over these lost 2 years!
XD XD
♥♥
Tori White
2022-2024

the math center
Hi friends! I wanted to personally thank you for working with me throughout my two years attending North Idaho College. I know work is work, but I want you to know how much of a genuine pleasure it has been to work with you. Thank you for having infinite patience with not only me but every student that you work with. I know your guys's job is not easy and it can be very difficult to work with certain people. Regardless, you always stay cool and help everyone with whatever they need help with. I wanted to mention what a positive impact you have made on my life and educational career. You were able to make math a safe and fun topic and not something I absolutely dreaded every day. The tutoring center is always bursting with positivity, and has become my absolute favorite place on campus. I will miss every single one of you guys very much, thank you for helping me reach the goals I've been striving towards.

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STUDENT SUCCESS & THANK YOU'S

"Thank you for saving my grades!"

"I just wanted to say thank you for all your help this semester! I truly couldn't have done it without you!"

"Thank you so much for attending my pathology presentation for prosecution last week. It meant so much to me to have friendly faces there cheering me on. You put so much effort into connecting with students and making them feel seen, understood, and supported. Thank you. I hope you know what a wonderful impact you have been to so many of us students. So grateful for you!"

"Thank you for all your encouragement and support. It is greatly appreciated."

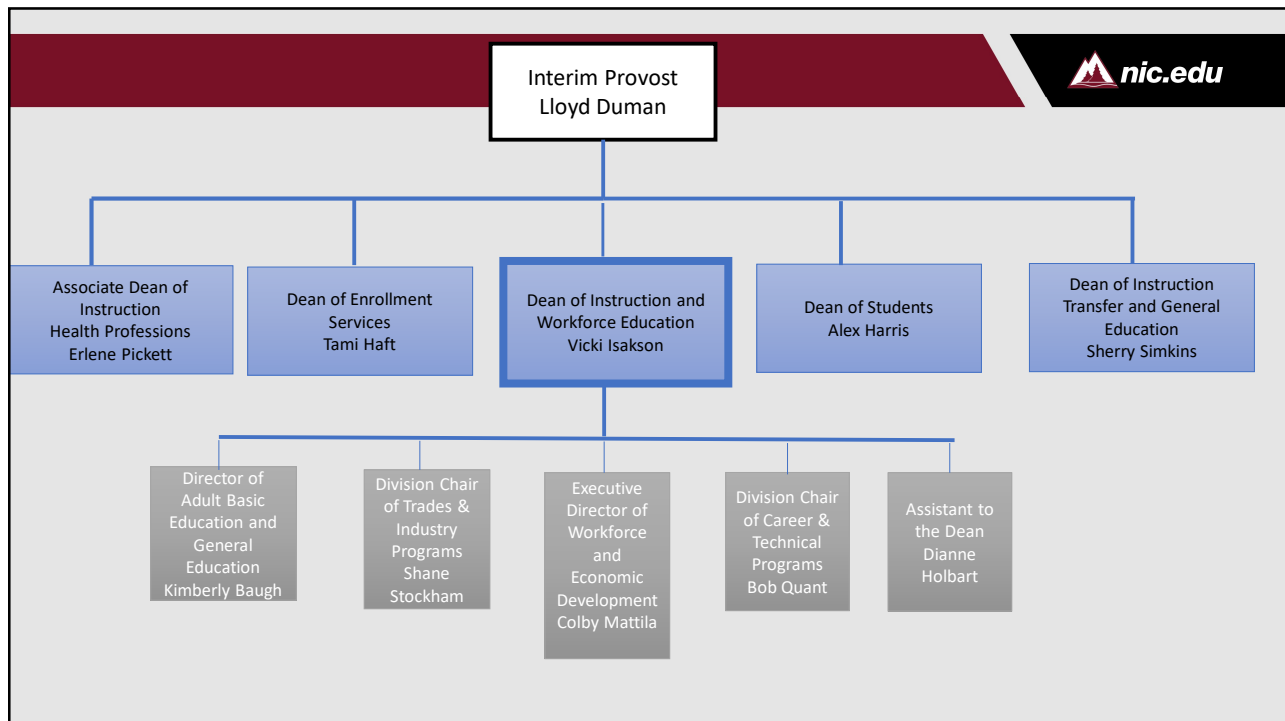
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Workforce Training Center

Recurring Report – January 21

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WTC Community Impact

Fiscal Year 2025

- 672 Classes
- 8,038 Enrollments
- Completion rate – 89.13%
- 300+ Business/Industry Contacts

26	Full-time staff/instructors
6	Part-time staff
130+	Part-time instructors

FY 2025

July 1, 2024 – June 30, 2025

Total Revenue
16% ▲
\$3,642,841

Total Enrollments
10.4% ▲
FY 2025 – 8,038

Course Quality Scores

FY 2025 – 95%
FY 2024 – 96%

Sandpoint WTC Programs



- **Boiler: Steam Training Certification**
- **Phlebotomy**
- **Medical Assistant Apprenticeship**
- **Shotgun Armorer**
- **IV Therapy for Health Care Providers**
- **CDL**
- **Dental Assistant**
- **Welding**
- **CNA**
- **EMT**

WTC Sandpoint Enrollment



**Total WTC
Enrollments
FY 25
119 Students**

**Total WTC
Enrollments
Year to date
125 Students**



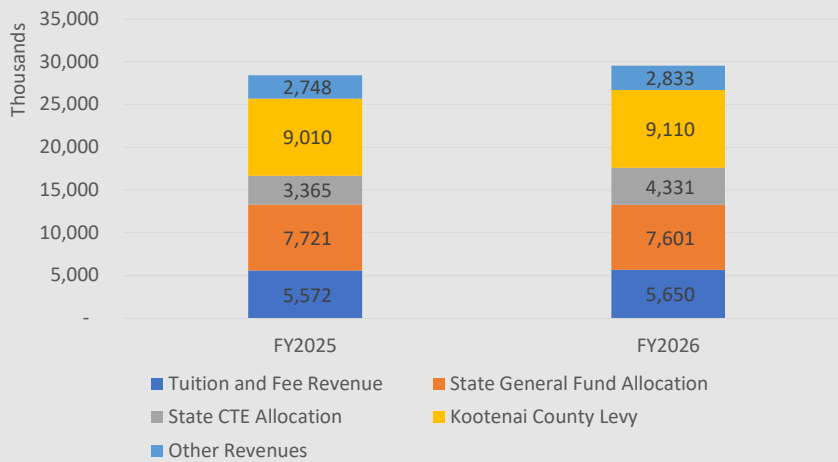
Finance Update Fiscal Year 2026 to Date

Recurring Report
January 2026

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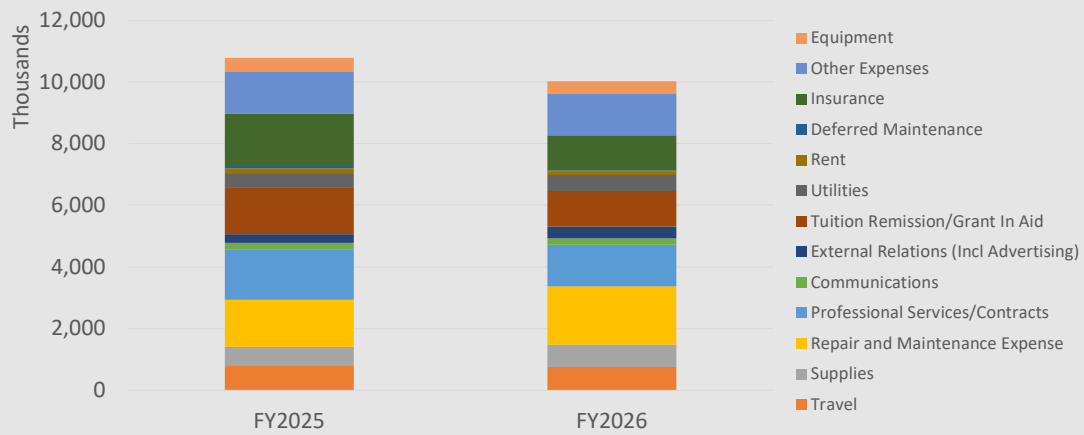


December Year To Date Revenue

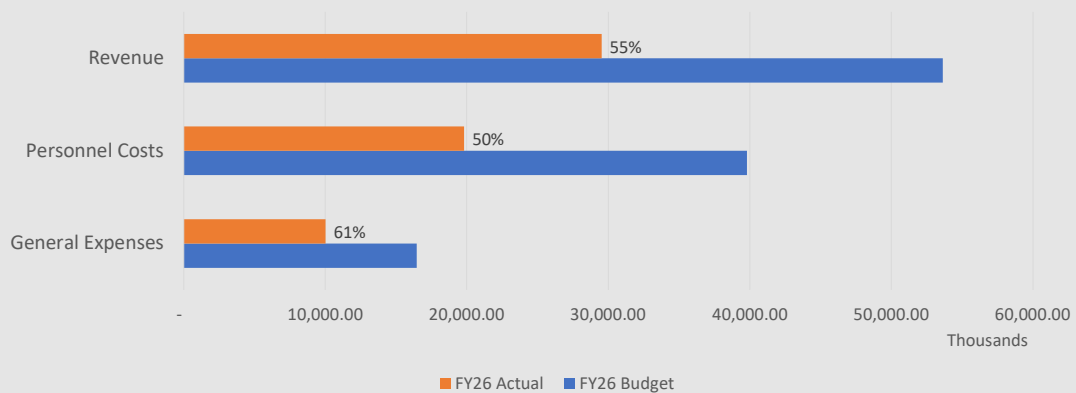


December Year To Date Expenses

General Expenses



December Actual vs Budget





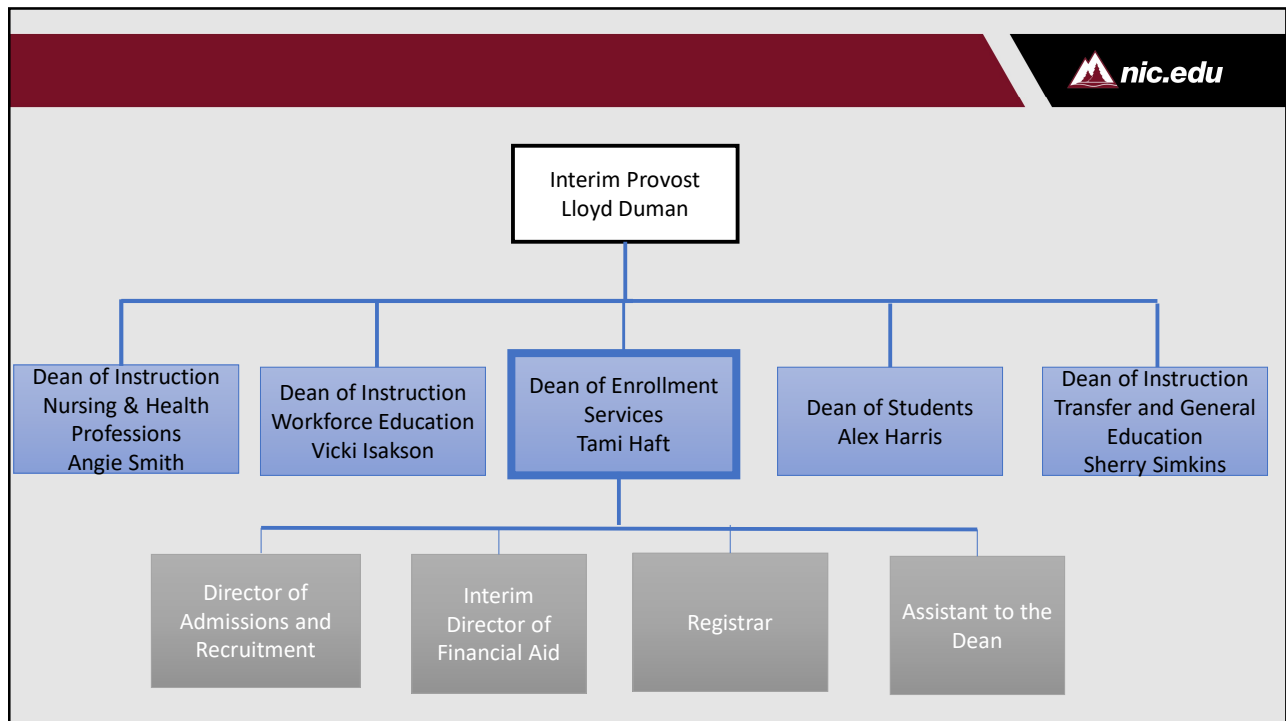
Enrollment Overview

Fall 2025 Enrollment

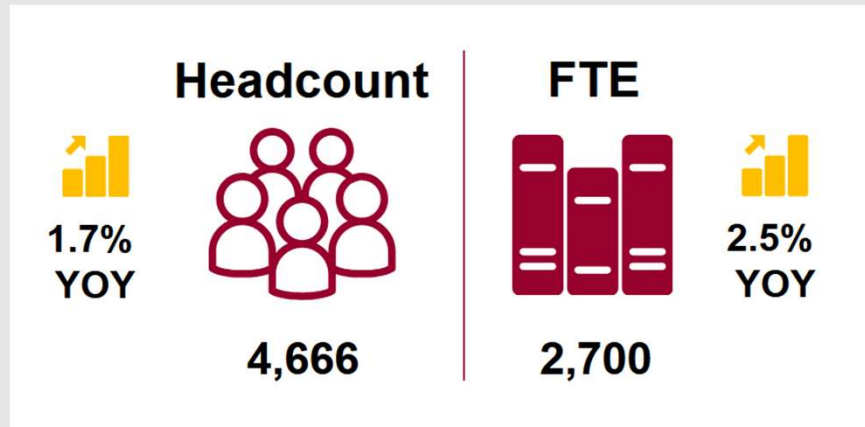
Dean of Enrollment Services

January 21, 2026

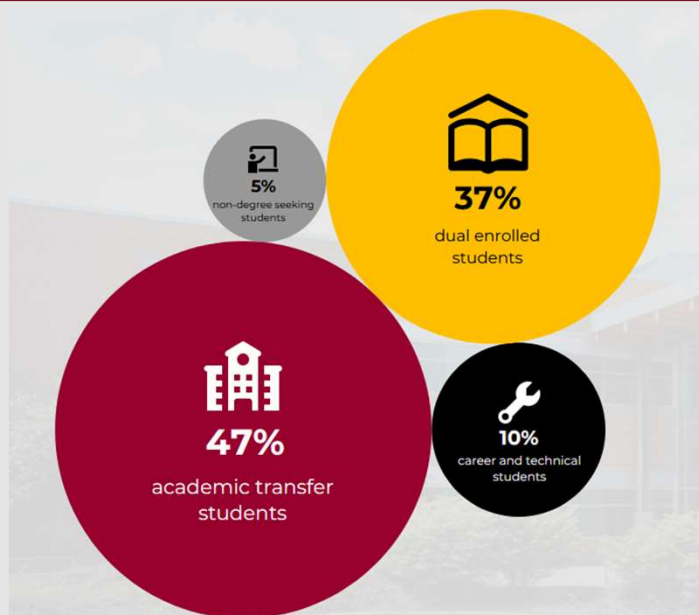
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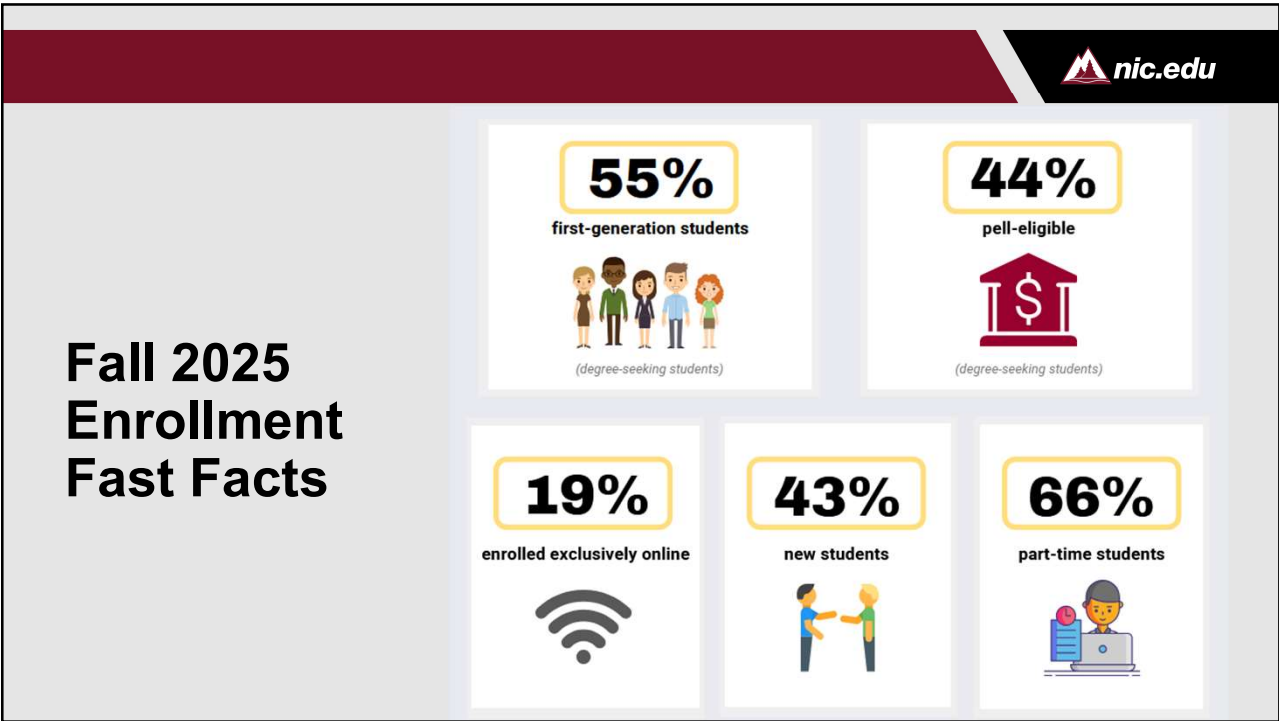
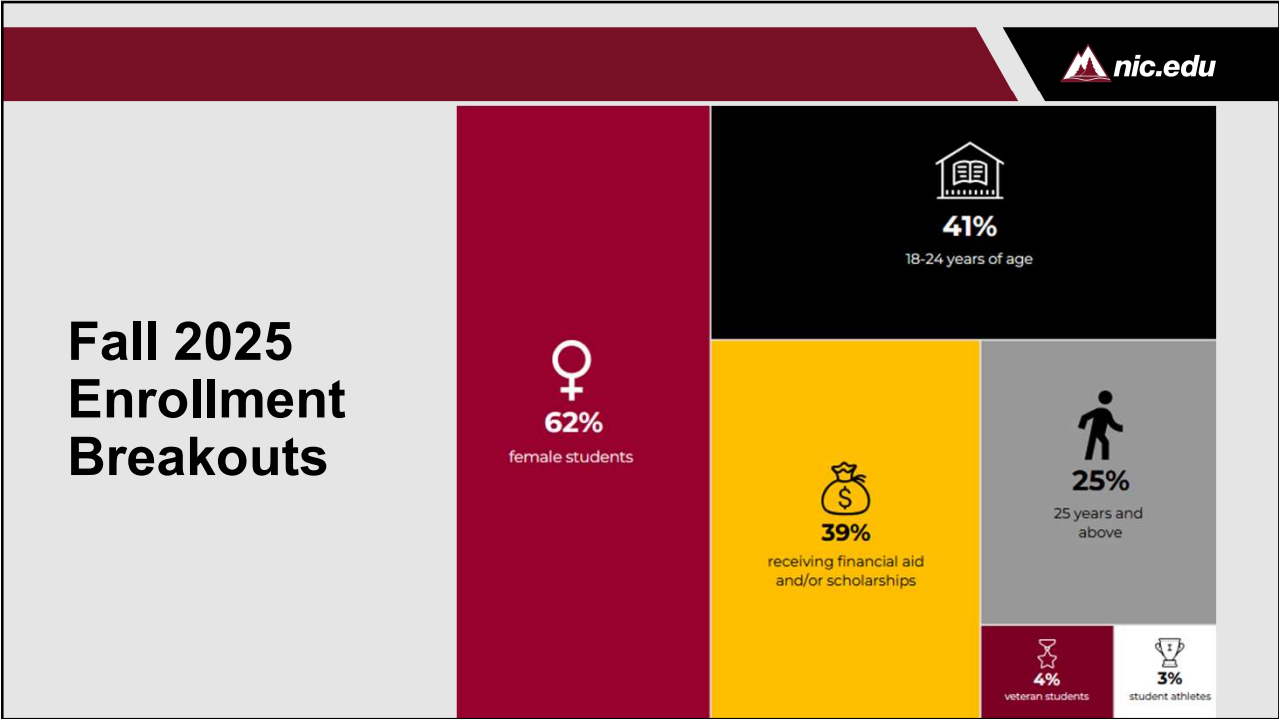


Fall 2025 Enrollment Snapshot



Fall 2025 Enrollment Buckets





Regional Enrollment



90%
Idaho resident

88%
Region I resident

73%
Kootenai County resident

Fall 2025 Dual Enrollment Highlights



20%

current dual high school seniors have applied to attend NIC in the fall 2026



1,747
dual enrolled students



42%
are male



6.82
average credits per student

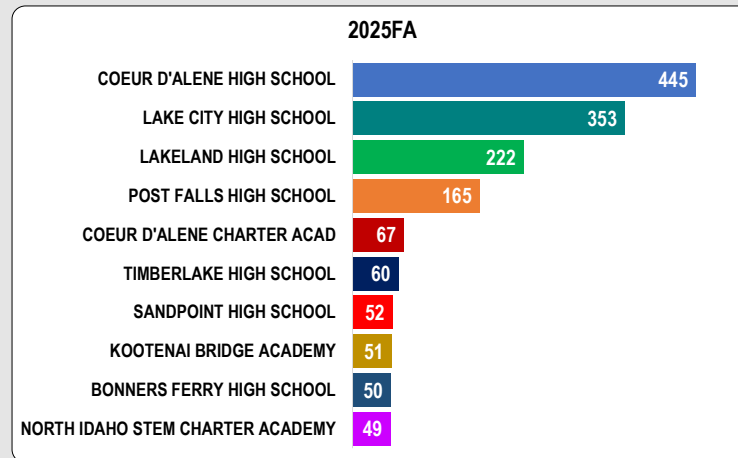


67% are taking one or more courses at a high school location



18%
attending full-time

Top 10 Feeder High Schools Dual Enrollment Students



What's next:

- 2026 Summer/Fall Recruitment
- 2026 Spring Enrollment Report



FY27 Budget Planning Assumptions

January 2026

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Introduction

- The budget process is the opportunity for the College to demonstrate fiscal responsibility
 - aligning available resources to support the mission of the College
 - impact students in the most effective and meaningful way possible
- Financial stewardship is the core of the budget process
 - Aligning resources with our mission
 - Engaging stakeholders and being transparent
 - Responsible management of entrusted funds
 - Ensuring long-term stability
 - Supporting and advancing student outcomes

Priorities and Planning Principles

- Invest in recruitment and retention efforts
- Strategically allocate resources to college priorities
- Maintain accreditation and fiscal compliance
- Create a balanced budget with minimal fund balance reliance
- Incorporate State funding assumptions

Budget Assumptions

- JFAC General Fund Appropriation Recommendation
 - Maintenance budget (no increase)
 - 3% Holdback from FY26 rolls into FY27 base
 - \$435K from State General Fund and \$260K for CTE
 - Create plan for potential additional holdbacks in FY27

Budget Assumptions

- Enrollment Increase
 - True-up to actual enrollment for current year
 - Recommendation from recruitment and retention committees
 - Retain Dual Credit Enrollment at FY26 budget
- Tuition
 - Suggest small incremental increase in tuition
 - Current rate \$147 per credit for Kootenai County Residents

Budget Assumptions

- 3% increase in salaries for full time employees
 - Step plus 1% increase to the base
 - Cost: \$750K
 - Health Insurance increase: 10% placeholder
- Adjustment to athletic expenses per 2-year reduction plan



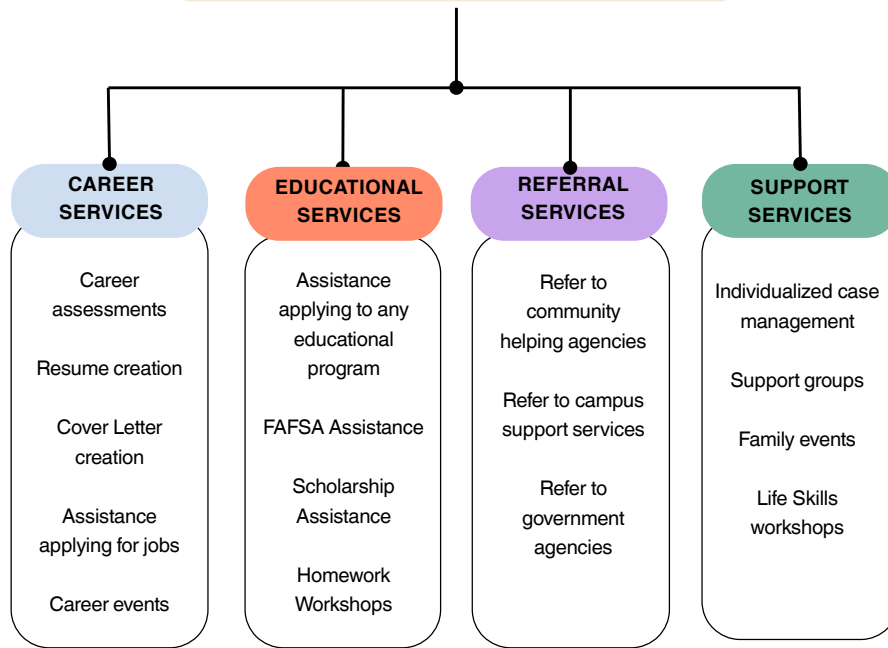
Center for New Directions



WHO DO WE SERVE?

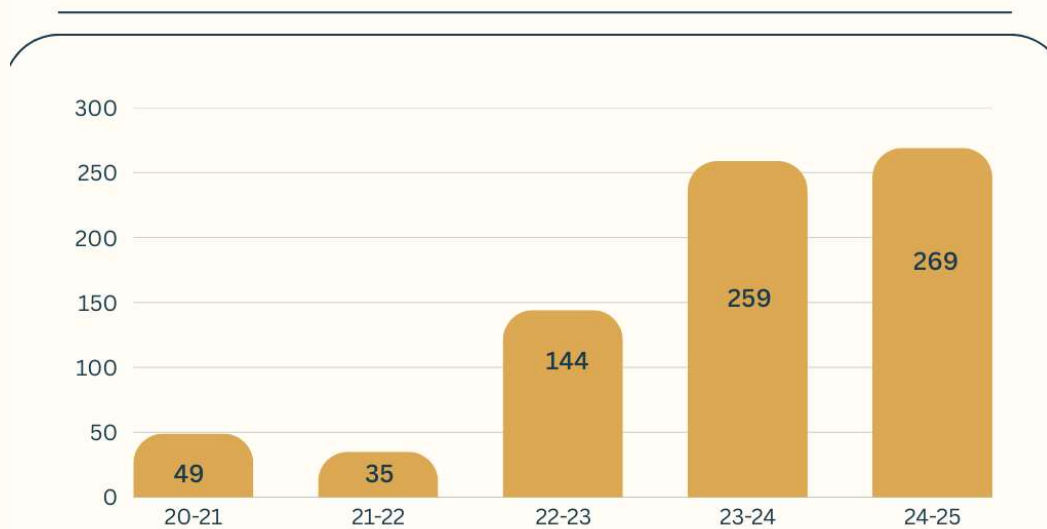
- SINGLE PARENTS
- DISPLACED HOMEMAKERS
- CAREER PIONEERS

CND SERVICES OFFERED:



UNIQUE NUMBER OF INDIVIDUALS THAT ENGAGED IN SERVICES

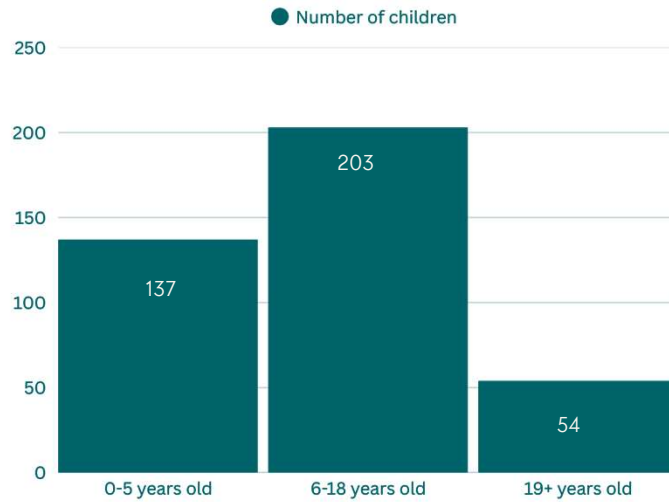
2020 - 2025



394

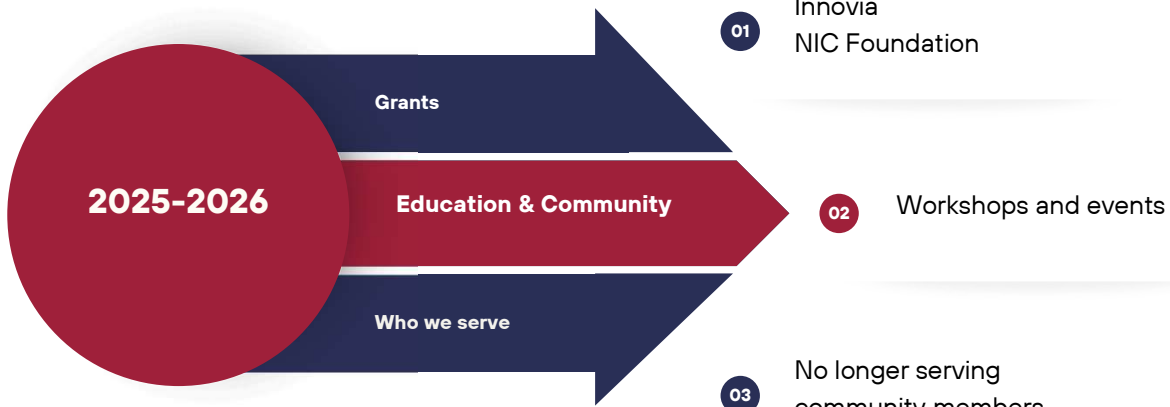
CHILDREN INDIRECTLY SERVED BY THE CND

2024-2025



Although we are working directly with the parent, the children are impacted by the support the parent receives. This graph shows the different ages of children indirectly served by our program.





Center for New Directions



Mission Fulfillment

January 2026

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NIC's Mission Statement

North Idaho College meets the diverse educational needs of students, employers, and the northern Idaho communities it serves through a commitment to student success, educational excellence, community engagement, and lifelong learning.

Improving Institutional Effectiveness

Standard 1.B.2

The institution sets and articulates meaningful goals, objectives, and indicators of its goals to define mission fulfillment and to improve its effectiveness in the context of and in comparison with regional and national peer institutions

Institutional Effectiveness is based upon NIC's performance on the 2025-2030 Strategic Plan

Sources of Data, using the most recent year collected:

- National Community College Benchmarking Project ([NCCBP](#))
- NIC Trends – Internally produced measures, could be used for State Reporting purposes, and is not nationally normed
- Integrated Postsecondary Data System ([IPEDS](#))

Peer Group Data is required by NWCCU. NIC has two peer groups established (IPEDS and NCCBP)

Vital measures, applicable to NIC:



- Enrollment
- Persistence
- Retention
- Financial Performance
- Student Achievement (Skill Level)
- Completion/Transfer
- Connection to Community
- Employee Departures