

 North Idaho College
BOARD OF TRUSTEES MEETING
Edminster Student Union Building
July 29, 2026
MINUTES

CALL TO ORDER

Chair Tarie Zimmerman called the meeting to order at 6:00 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 Zimmerman called for a motion to approve the agenda as presented. Trustee Brad Corkill made the motion which was seconded by Trustee Eve Knudtsen. The Chair called for the vote. The motion passed unanimously. Chair Zimmerman then led the Pledge of Allegiance.

MESSAGE FROM BOARD CHAIR

Chair Zimmerman welcomed attendees to the first Board of Trustees meeting in more than a month. She mentioned noticing several positive developments during a recent walk on campus, and expressed enthusiasm for Dr. Swayne's upcoming report and the progress taking place, particularly related to the NIC guarantee.

PUBLIC COMMENT

There were no requests from the public to make comments.

CELEBRATING SUCCESS: SKILLS USA NATIONAL CHAMPIONSHIP

Vicki Isakson, Dean of Instruction – Workforce Education introduced Andy Rogge, Assistant Professor Autobody who reported on the College's participation in the recent SkillsUSA National Championship in Atlanta, GA. More than 6,800 students from across the nation participated in the competition, with three local NIC Autobody and Paint Technology students earning top 15 finishes in their respective events. Zoe Hunt earned a bronze medal, placing third in Automotive Refinishing Technology, Chris Brandt placed 10th in Collision Damage Appraisal, and Callitia McClintock placed 13th in Prepared Speech. Mr. Rogge's presentation is included as an addendum.

CONSTITUENT REPORTS

ASNIC

No report was given as ASNIC President Thayen Treto was not present.

Faculty Assembly

Chair Kathleen Miller Green, Professor - Child Development provided an update on summer activities, including preliminary discussions with Human Resources and other campus groups regarding the development of a faculty and staff emeritus program. She also highlighted the College's Student Orientation, Advising and Registration program (SOAR) and reported strong participation from faculty in summer advising.

Staff Assembly

Chair Andrea Woempner, Senior Benefits Specialist reported that new officers elected for the upcoming academic year include Vice Chair Amy Howland, Student Success Navigator - Health Professions, and Secretary Yvonne Perez, Dental Clinic Senior Administrative Assistant. Chair Woempner stated that Staff Assembly had not met since May and noted that, due to increased food costs and budget constraints, the annual staff picnic would not be held this year. The Staff Assembly will instead focus resources on staff engagement. A retreat is scheduled for August 11, 2026 to establish priorities for the upcoming year.

Senate

Chair Julie Bailey, Assistant to the Dean, Health Professions reported that the senate has not met since the last Board of Trustees meeting. The first meeting of the academic year is scheduled for August 27, 2026.

PRESIDENT'S REPORT

President Swayne reported on accreditation, activity related to strategic plan goals, and general updates.

Accreditation

The College remains in good standing with the Northwest Commission on Colleges and Universities (NWCCU). The NWCCU moved from a seven-year to an eight-year review cycle and offered NIC the option to postpone its spring 2027 visit until spring 2028. NIC elected to retain the spring 2027 review schedule, as the required report is complete and the College has made progress addressing the two remaining concerns.

Goal 1: Student Success and Access

Summer outreach and fall enrollment efforts continue to support student access and success. Following adjustments to increase session capacity and availability, fall enrollment increased by 6.1%. The importance of the SOAR program was emphasized as helping students become familiar with campus resources, advising, and support services. The program is expected to positively impact student retention and the NIC guarantee.

Goal 2: Academic Programs and Pathways

NIC's academic and workforce programs continue to align with regional labor market needs. The Heavy Equipment Apprenticeship program has received positive community recognition, including the donation of a 2020 Caterpillar 420E loader backhoe from ACI Northwest, Inc. Workforce training is expanding into Idaho's Silver Valley, with welding and laser etching courses being offered in response to increased economic activity associated with the reopening of area mines.

Goal 3: Community Partnerships and Engagement

The College continues to receive positive community and national recognition for its academic and workforce programs. The Radiologic Technology program has achieved 100% graduate employment, with local healthcare employers seeking additional graduates.

The NIC Guarantee continues to demonstrate the College's commitment to student success through transfer, employment, credit for prior learning, and employer readiness. A demonstration of the NIC Guarantee webpage was provided. The initiative has received attention from several higher education publications.

NIC further strengthened community partnerships by hosting an Idaho Department of Labor hiring event and resource fair, the North Idaho Women and Their Money (NIWATM) conference, and the i-STEM Summer Institute for pre-K-12 educators. The College also partnered with Coeur d'Alene Summer Theatre to provide a free student performance, bringing students to campus and introducing them to the NIC facilities. These activities demonstrate the College's role as a regional convener and community partner.

Goal 4: Institutional Systems and Integration

Work to improve alignment and integration across NIC campuses and systems continues. The implementation of Journeys software will integrate Workforce Training Center (WTC) enrollment and student information with the College's primary systems, supporting financial aid processing, improved student visibility, and opportunities to apply workforce training toward future degrees.

Goal 5: Operational Excellence and Infrastructure

The Facilities Master Plan process is underway, with RDG Planning & Design selected to develop the plan. The firm will engage Trustees and campus stakeholders as part of the planning process.

Budget and Finance

Financial discipline remains a priority as the College continues to manage the permanent reductions implemented last year. Advocacy efforts are underway regarding restoration of the Enrollment Workload Adjustment (EWA), which is approximately \$500,000. The budget process remains on track and is focused on aligning resources with strategic priorities, measurable outcomes, enrollment growth, retention, workforce alignment, and student experience.

General Updates

Career-connected programs and employment outcomes remain important priorities, with the NIC Guarantee aligning well with current state and federal higher education priorities.

Recent recognition included NIC student achievement at the national SkillsUSA Competition, strong participation in the IWATM conference, and continued growth in apprenticeship programs. NIC currently has approximately 916 apprenticeship students, with a 92% completion rate, the highest in Idaho. The NIC Guarantee has also received regional and national media attention, reinforcing the College's focus on student outcomes, workforce readiness, and institutional progress.

INFORMATION ITEMS

Head Start

Beth Ann Fuller, Director, Head Start provided an overview of the federally funded program which provides preschool and family services in five northern counties of Idaho. Ms. Fuller's presentation is included as an addendum to these minutes.

Human Resources Update: Retention

Meagan Snyder, Chief Human Resources Officer provided a Human Resources update focused on employee retention and compensation. Her presentation is included as an addendum to these minutes.

The NIC Guarantee

President Swayne stated that The NIC Guarantee will be implemented beginning fall 2026 for students graduating in 2028. The Guarantee includes student responsibilities such as maintaining a 2.5 GPA, following their academic plan, meeting with advisors, and actively pursuing employment opportunities. Completion of an eligible program is required to receive the benefits of the Guarantee. The NIC Guarantee website was revisited and demonstrated during the presentation to review its components and requirements. Discussion also addressed the impact of students who obtain employment or transfer before completing a program and how such outcomes are classified in state and federal measures. NIC is advocating for employment and early transfer outcomes to be recognized in federal legislation and accountability measures.

CONSENT AGENDA

Tab 1: Approve Board Meeting Minutes for April 22, 2026; Tab 2: Reschedule August and September 2026 Board of Trustees Meetings; Tab 3: Approve Scrivener Error Corrections to Dental Course Fees

Chair Zimmerman requested a motion to approve the consent agenda as presented in the Board book. Trustee Knudtsen made the motion which was seconded by Trustee Rick Durbin.

Trustee Knudsen requested discussion on Tab 2: Reschedule August and September 2026 Board of Trustees Meetings. President Swayne explained the reasons for the rescheduling and clarified the new meeting dates. With no further discussion, Chair Zimmerman called for the vote. The motion passed unanimously.

NEW BUSINESS

Tab 4: First Reading Policy 3.04.01.01 (Bereavement)

Chair Zimmerman requested a motion to approve Policy 3.04.01.01 (Bereavement) with the proposed revisions as presented in the Board book. Trustee Corkill made the motion which was seconded by Trustee Knudtsen.

President Swayne explained that the policy revisions presented primarily involved routine updates, including moving procedural language from policies into separate procedures and making minor revisions to reflect current practices. The revisions were reviewed and approved through the appropriate faculty and administrative processes and are part of the ongoing effort to update and align the College's internal policies.

Chair Zimmerman restated the motion and called for the vote. The motion passed unanimously.

Tab 5: First Reading Policy 3.02.30 (Remediation of Tenured Faculty)

Chair Zimmerman requested a motion to approve Policy 3.02.30 (Remediation of Tenured Faculty) with the proposed revisions as presented in the Board book. Trustee Mary Havercroft made the motion which was seconded by Trustee Durbin. With no discussion, Chair Zimmerman called for the vote. The motion passed unanimously.

Tab 6: First Reading Policy 3.02.31 (Suspension of Tenured Faculty)

Chair Zimmerman requested a motion to approve Policy 3.02.31 (Suspension of Tenured Faculty) with the proposed revisions as presented in the Board book. Trustee Durbin made the motion which was seconded by Trustee Corkill. With no discussion, Chair Zimmerman called for the vote. The motion passed unanimously.

Tab 7: First Reading Policy 3.02.32 (Termination of Tenured Faculty for Cause)

Chair Zimmerman requested a motion to approve Policy 3.02.32 (Termination of Tenured Faculty for Cause) with the proposed revisions as presented in the Board book. Trustee Knudtsen made the motion which was seconded by Trustee Havercroft.

Trustee Havercroft commended the thoughtful approach reflected in the policy revisions, noting efforts to ensure that policies with potentially negative implications, are implemented in a constructive and supportive manner.

Chair Zimmerman restated the motion and called for the vote. The motion passed unanimously.

Tab 8: Letter of Support for ACCT Board of Directors Candidacy

Chair Zimmerman requested a motion to approve a letter of support for Chair Zimmerman's candidacy to the Association of Community College Trustees (ACCT) Board of Directors as presented in the Board book. Trustee Durbin made the motion which was seconded by Trustee Corkill.

Trustee Havercroft expressed support for Chair Zimmerman's candidacy for the ACCT Board of Directors, noting that the opportunity would support her continued development and provide NIC with a voice at the national level, as well as access to information regarding federal legislation and practices at other community colleges. Trustee Havercroft read the proposed letter of support aloud, which expressed the Board's support for Chair Zimmerman's candidacy and NIC's commitment to providing the financial resources necessary for her participation if elected.

Chair Zimmerman restated the motion and called for the vote. The motion passed unanimously.

TRUSTEE REMARKS FOR THE GOOD OF THE ORDER

President Swayne introduced newly hired Provost Dr. Gwen Cash-James, EdD.

Trustee Havercroft brought attention to a recent article in the Coeur d'Alene Press highlighting Chair Zimmerman's leadership.

Chair Zimmerman expressed appreciation for the positive updates shared during the meeting and thanked the Trustees, staff, and attendees for their participation.

The meeting was adjourned at 7:29 p.m.

Respectfully Submitted,
Suzy Scura, Board Clerk

Addenda:

- 1) SkillsUSA National Championship Presentation
- 2) Head Start Presentation
- 3) Human Resources Update: Retention Presentation

SkillsUSA 2026

Atlanta, GA

Zoe Hunt, Sandpoint, ID
3rd Place in Automotive Refinishing Technology

Chris Brandt, Coeur d'Alene
10th Place in Collision Damage Appraisal

Callitia McClintock, Post Falls
13th Place in Prepared Speech

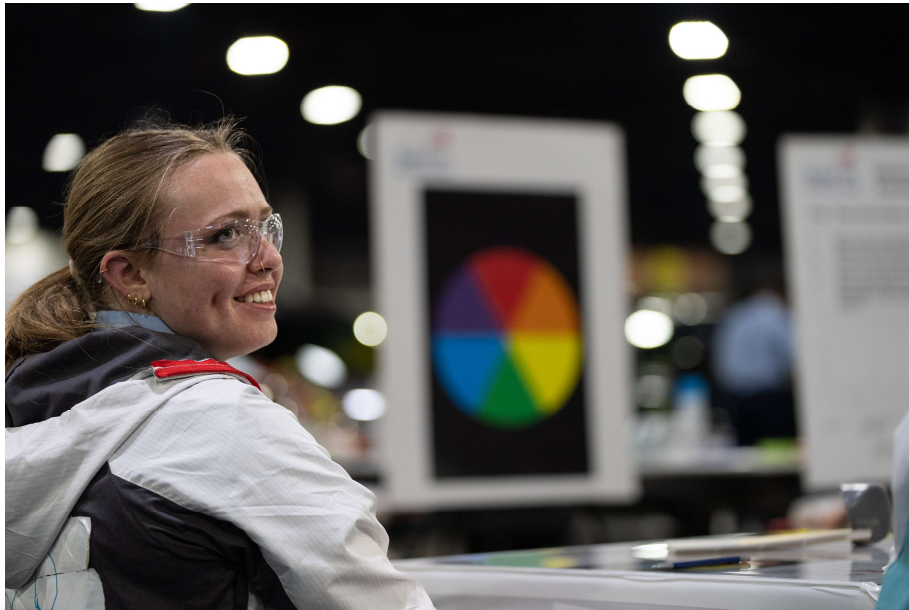


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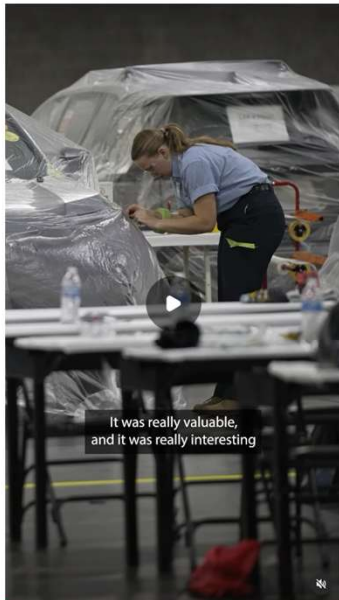
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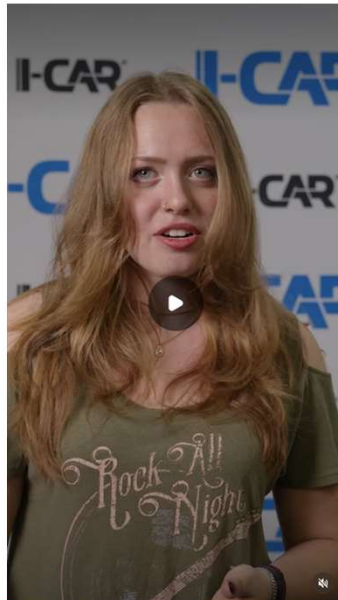


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It was really valuable,
and it was really interesting



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Head Start

July 29, 2026

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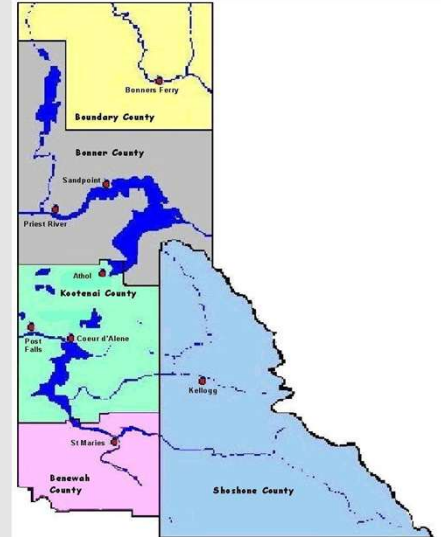


What is Head Start

- Head Start is a federally-funded program that provides preschool and family services in five northern counties of Idaho.
- The program promotes school readiness of children ages 3 to 5 – the two crucial years before they are age-eligible for kindergarten.
- Priority is given to limited income families, homeless families, foster children, families that receive public assistance and children with disabilities.
- Provide comprehensive education, health and nutrition services across 15 classrooms.

Locations

Boundary County	Julien Bucher Early Learning Center
Bonner County	Sandpoint Head Start
Kootenai County	Community Early Learning Center
	Harding Head Start
	Lakeland Head Start
	Post Falls Head Start
	NIC Children's Center
Benewah County	St. Maries Head Start
	UpRiver Head Start
Shoshone County	Shoshone Head Start



NIC Head Start Statistics for School Year 2025-2026

- Of our 15 Teachers, eight have a Bachelors degree in Early Childhood Education and seven have at least an Associates in Child Development. Many have received their degrees through NIC. Twelve Assistant Teachers and Classroom Aides are currently enrolled in NIC's Child Development program.
- Total staff-90, with 33% being current or former Head Start parents
- We met and exceeded our required \$948,104 non-federal share (in-kind) with 459 total volunteers, 69% being current or former Head Start parents

NIC Head Start Statistics (cont.)

- Served 290 students through the program in 2025/26
 - 69 children of enrolled families have experienced homelessness this school-year.
 - 15% of enrolled children have identified disabilities.
 - More than 90% of families accessed nutrition education, health education and parenting curriculum services
 - NIC Head Start has formal agreements with seven local school districts to share services and resources
 - 97% of total families served received some sort of emergency/crisis services referral or resource (food,clothing,shelter)
- FY26 COLA increase – 0.635% increase to wage and fringe.



Human Resources

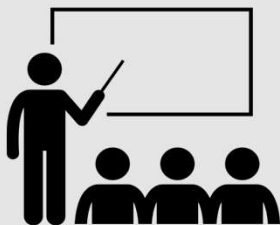
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NIC Workforce

Faculty

128 Full Time
136 Adjunct



Staff

356 Full Time
299 Part Time



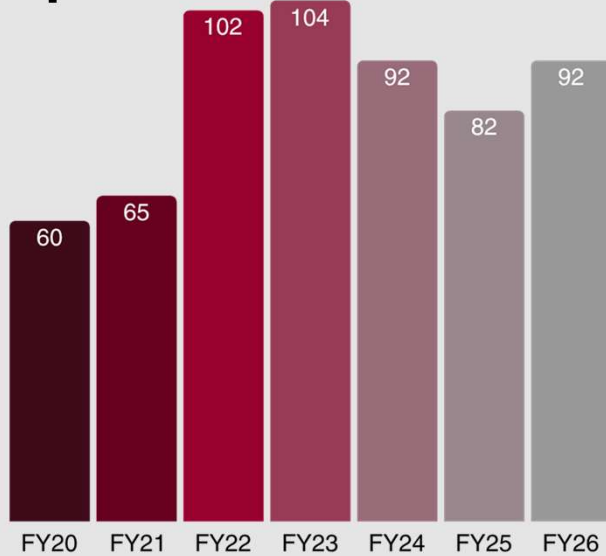
Student/ Work Study

75 Part Time



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Departures



Voluntary
Separation &
Early
Retirement
Incentive

37%
Participation
Rate

6 Faculty
5 Staff

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Retention Plan

Compensation



Talent Acquisition



Total Rewards



Leadership



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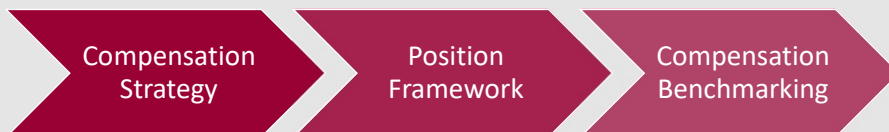
Total Compensation

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

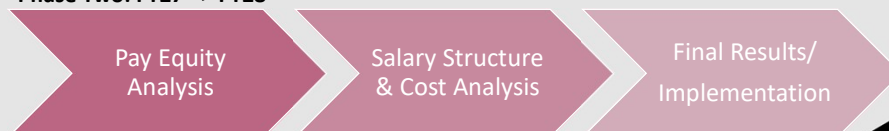


Total Compensation Study

Phase One: FY26 → FY27



Phase Two: FY27 → FY28



Who is Trüpp?

Helping our clients' businesses to thrive.

Tailored to your organization

Well-honed project management

Trusted partner and expertise

100% Women-owned business

- Ranked in OR and SW Washington's Top 50 Women-Owned Businesses

Committed to our core values

- Our five core values are woven tightly into the fabric of Trüpp.
 - We keep it real.
 - We put the ü in team.
 - We harness the power of the team.
 - We don't merely check the box.
 - We boldly color outside the lines.

Proven higher-ed comp expertise

- Compensation, classification, pay equity, and staffing level studies and consulting
- Bargaining units and shared governance

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PROJECT TIMELINE



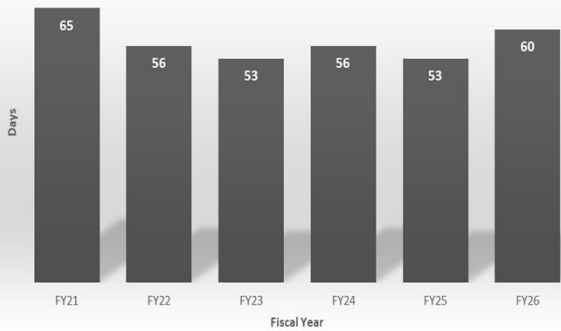
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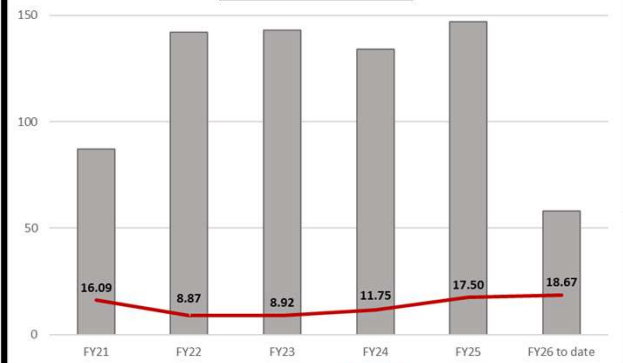


Talent Acquisition

Avg Time to Fill



Application Metrics



Talent Acquisition

14 New
Faculty

99
Positions
Filled
FY26

33%
Positions
Filled
Internally

12 Senior
Leadership
Positions
Filled

23.34
Average
Applicants
FY26



Critical Positions Filled

Provost

Chief
Communications &
Government
Relations Officer

Director of Student
Disability, Health &
Counseling Services

Controller



Total Rewards

New Benefits
Administrator
MERCER

Medical Plan
Review &
Renewal

Rate
Negotiations

FY27 Plan
Adjustments

Touchcare
Benefits Advocacy
Resource





Total Rewards

Parental
Leave Pilot

Expanded
Wellness
Program

Enhanced
Wellness
Incentive

