 **North Idaho College**  
**BOARD OF TRUSTEES MEETING**  
**Edminster Student Union Building**  
**November 19, 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.

**ATTENDANCE**

Trustees: Brad Corkill  
Rick Durbin  
Mary Havercroft  
Eve Knudtsen  
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 Eve Knudtsen. The Chair called for the vote. The motion passed unanimously with five votes in favor. Chair Corkill then led the Pledge of Allegiance.

**MESSAGE FROM BOARD CHAIR**

Chair Corkill reported that the October 16, 2025 site visit with the Northwest Commission on Colleges and Universities (NWCCU) went exceptionally well. He said that the NWCCU team canceled their October 17, 2025 meeting with the Board Chair, as they were satisfied with the information received during the initial meetings with the Trustees.

The Chair stated that several Trustees attended the Association of Community College Trustees (ACCT) Leadership Congress in New Orleans, LA. Each of the Trustees shared examples of their positive experiences, both at the ACCT Leadership Congress, and at the NWCCU site visit meetings.

Chair Corkill also reported on the Facilitated Discussion attended by all Trustees earlier in the day. He described it as a productive training session which included Trustee self-evaluations, robust conversation, and goal setting for the coming year. Chair Corkill extended his gratitude to ACCT consultants Ken Burke, and Dr. Debbie DiThomas for the valuable training and guidance provided to the Board over the past two and a half years.

**PUBLIC COMMENT**

Caryn Shepler Board of Trustees Officer Elections

**CELEBRATING SUCCESS: SIMULATION CENTER**

President Swayne introduced Myles Larson, Simulation Operations & Technology Coordinator. Mr. Larson shared an overview of NIC's highly regarded simulations center which serves the College's Health Professions and Nursing Divisions. His presentation is included as an addendum to these minutes.

**CONSTITUENT REPORTS**

ASNIC

President Blake Sanchez reported on ASNIC's recent collaboration with the Center for New Directions to distribute meals to students impacted by the interruption of Supplemental Assistance Nutrition Program (SNAP) benefits during the government shut-down. The project, partially sponsored by the Spokane Teachers Credit Union (STCU), provided over 50 boxes of five meals for two people.

ASNIC officers recently attended a student government conference in Florida, where speakers shared strategies to strengthen student government effectiveness. Other activities over the past month included a

review and discussion of the NWCCU's site visit report, as well as preparations for the annual St. ASNIC Tree of Giving event scheduled for December 8, 2025. Mr. Sanchez encouraged the community to support the event by visiting the Tree of Giving located on the first floor of the Edminster Student Union Building (SUB).

### Faculty Assembly

Chair Jon Gardunia, DPT, reported that the recent Faculty Assembly meeting included a presentation from NIC X-Labs. Opportunities for expanded collaboration with the program were discussed. The assembly also met with the Pauly Group Inc. which is facilitating the search for NIC's next Provost. Faculty were given the opportunity to provide input on desired qualifications for the position. Dr. Gardunia also reported that proposed revisions to the grading policy have been received and will be reviewed at the next regular meeting.

### Staff Assembly

Chair Dan Adams reported that at their recent meeting, the Staff Assembly met with the Pauly Group Inc. regarding the open Provost position. The meeting was well attended and participation was strong, both in person and online. The positive feedback reinforced initiatives already underway on campus. The Assembly also welcomed five new employees including the newly hired Director of Disability Support Services (DSS).

### Senate

Chair Matt Petersen, PhD, stated that the Senate will meet on November 20, 2025 when a first read of proposed edits to Procedure 3.02.16 (Staff Compensation Structure) will be conducted. In addition, the Policy Review Subcommittee has returned updated drafts for the following items: Policy and Procedure 5.02 (Academic Probation, Suspension & Disqualification); Policy 5.01 (Admissions); Policy and Procedure 4.02 (Credit Hours); and Policy and Procedure 4.01 (Academic Program Review). Dr. Petersen said that once the drafts are finalized, he will place them on the Senate's agenda and promptly once passed, policies will advance to the Board.

## **PRESIDENT'S REPORT**

### Accreditation

The NWCCU site visit took place October 16-17, 2025. The evaluators issued their final report quickly thereafter, noting very few areas requiring comment, and no major concerns. The NIC team will next appear, either virtually or in person, before the commission at the end of January 2026; the exact date and time are still pending. The Commission's final report for this sequence of visits is expected on March 2, 2026.

As noted earlier, the search for a new Provost is moving forward. This aligns with accreditation feedback regarding the number of interim leaders on campus. The Provost is the final senior leadership position noted by the Commission that is still filled on an interim basis. Although Interim Provost Dr. Lloyd Duman has served with distinction, he has signaled his intent to fully retire.

### Goal 1: Student Success and Access

Tami Haft, Dean of Enrollment Services was not present at this meeting and will provide an update at the December regular Board of Trustees meeting. Preliminary fall enrollment increased by just under 2%; a detailed analysis will be shared next month. Spring enrollment activity is underway, and early indicators show that the College is significantly ahead of last year at this time. While it is too early to discuss specific numbers, both new and continuing student trends are positive, suggesting strong retention and projected growth for spring.

### Goal 2: Academic Programs and Pathways

Interim Provost Duman and the academic leadership are developing a new, integrated pathway system that aligns credit and non-credit programs more clearly. Currently, pathways are shaped largely by tradition and funding structures; for example, separating CTE programs from non-CTE and workforce training. The new model aims to provide a more seamless experience, allowing students to enter through non-credit workforce training and progress smoothly toward an associate degree in their chosen field. Interim Provost Duman will present the framework of this new system to the Board in January or February 2026.

### Goal 3: Community Partnerships and Engagement

Construction of NIC's American Indian Student Center is progressing well. The project remains ahead of schedule, with completion expected by the end of January rather than the original May 2026 timeline. The

facility looks excellent, and recent visits with tribal partners, including Coeur d'Alene Tribe Chairman Chief Allan, confirmed their strong enthusiasm for the center. Tribal representatives have played an important role throughout the planning process.

The College continues to expand their involvement in regional and federal Technology and Innovation Hub (Tech Hub) initiatives. Following the reopening of the federal government, NASA's Aerospace State Hub project has been reactivated, and NIC is now moving into Phase 2 after submitting a solid proposal earlier this week. The College is also continuing to collaborate with the American Aerospace Materials Manufacturing Center (AAMMC) Tech Hub in Springfield, ID. Both initiatives have the potential to significantly enhance advanced manufacturing and aerospace programming for North Idaho.

#### Goal 4: Institutional Systems and Integration

NIC at Sandpoint has experienced significant growth, with enrollment increasing from 9 students at this time last year to 52 students, a 437% increase. The campus hub has expanded its workforce training efforts, including the purchase of a new semi-truck for Commercial Driver License (CDL) instruction, and has added several nursing and health professions programs. Additional updates will be provided as progress continues.

#### Goal 5: Operational Excellence and Infrastructure

Sarah Garcia, Vice President for Finance and Business Affairs, and Ken Wardinsky, Chief information Officer will present on this goal later in the meeting. Goal 5 represents one of the College's broadest and most foundational objectives, supporting NIC's wider strategic initiatives. President Swayne deferred further detail to the forthcoming presentation.

Data and activities related to the strategic plan have been incorporated into the Mission Fulfillment Dashboard. A full presentation on the dashboard is planned for a future meeting. The Mission Fulfillment Dashboard represents the culmination of the strategic planning process, and serves as a primary tool by which the NWCCU evaluates whether NIC is meeting its mission. The dashboard distills all strategic goals and student success objectives into twelve key metrics. Dr. Swayne explained that this work relates directly to the College's Year 7 accreditation visit scheduled for 2027, and that learning how the Board can impact mission fulfillment is an important next step in the strategic planning process.

#### General Updates

President Swayne highlighted upcoming instrumental and vocal Christmas concerts and encouraged Trustees and community members to review the frequently updated events schedule. He noted that these events are free, open to the public, and reflect the significant effort of students, faculty, and community participants.

The Men's and Women's Basketball teams will be traveling this week with away games on Thursday, November 20, 2025. The games will be available for online viewing. A home wrestling dual against Clackamas Community College, one of NIC's greatest rivals, will take place on Friday, November 21, 2025 at 7:00 p.m. in Christianson Gym.

Dr. Swayne recognized the Graphic and Web Design Program for its recent positive media coverage and the national reputation it continues to build. He also referenced highlights from Interim Chief Communications and Government Relations Officer Tom Greene's weekly press update.

Recent press coverage featured Louisa Rogers, Coordinator - Center for New Directions, and the work of the center in supporting students, particularly single parents through their educational pathways. Additionally, the Math Department was commended for hosting its annual high school competition which drew approximately 90 students despite occurring on Election Day (which closed some schools that were used for polling places). President Swayne noted that Coeur d'Alene High School performed especially well among the participating schools.

NIC will host a Legislative Send-Off on December 10, 2025 at 5:30 p.m. in the Meyer Health and Sciences Building (MHS) in partnership with the University of Idaho, Lewis-Clark State College, and area Chambers of Commerce. President Swayne encouraged outreach to legislators in support of their attendance and emphasized the value of the event in showcasing the College's work.

Dr. Swayne said that he has spent the past several days in meetings with the State Board of Education (SBOE) regarding two budget-related matters. In response to the Joint Finance-Appropriations Committee's (JFAC) request last year, the SBOE is developing an approach to outcomes-based budgeting that avoids undue risk to institutions. Work on implementing this program is ongoing. Additionally, the State has implemented a 3% budget reduction this year and plans an additional 3% cut next year, totaling approximately \$1 million over two years. Work continues on strategies to address these reductions.

From December 2-4, 2025, President Swayne, Trustee Zimmerman, and others will attend the NWCCU 2025 Annual Conference in Seattle, WA, where the College has been invited to present on board policy development. The President stated that NIC has gained wide recognition for its efforts to modernize and strengthen board policies.

## **INFORMATION ITEMS**

### Enrollment - Fall

This topic has been deferred until the December Regular Board of Trustees meeting.

### Instruction: Career and Technology

Vicki Isakson, Dean of Instruction - Workforce Education, provided an overview of the Career and Technical Education programs, including current enrollment statistics. The Trustees offered comments and praise. Ms. Isakson's presentation is included as an addendum to these minutes.

### Strategic Plan: Goal 5 Metrics

Sarah Garcia, Vice President for Finance and Business Affairs, and Ken Wardinsky, Chief Information Officer shared an overview of the metrics associated with Goal 5 of the College's strategic plan. Their presentation is included as an addendum to these minutes.

### Continuous Improvement Cycle

President Swayne explained that as part of the regular mid-cycle review, the NWCCU noted the need for a more formal and clearly documented continuous improvement process. After interviewing approximately 60 individuals who consistently described and understood the current system, the NWCCU evaluators observed that the process lacks an overt model.

In response, a graphical representation of the existing, informal process is being developed. Ken Wardinsky presented a test demonstration of Version 2 of the proposed model, which can be implemented quickly without altering current practices.

President Swayne made additional comments and Trustee Zimmerman offered gratitude to the Administration for their diligence and timely response.

### Accreditation Update

Dr. Swayne stated that this topic was addressed earlier in the President's Report.

## **CONSENT AGENDA**

### Tab 1: Approve Board Regular Meeting Minutes for October 15, 2025

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

## **NEW BUSINESS**

### Approve Self-Assessment Results

President Swayne stated that the Board Self-Assessment results were reviewed during a Facilitated Discussion held earlier in the day. Chair Corkill requested a motion to approve the self-assessment results. Trustee Knudtsen made the motion which was seconded by Trustee Durbin. Chair Corkill called for the vote. The motion passed unanimously with five votes in favor.

### Tab 2: Accept NIC Audit Results

Sarah Garcia reported that the annual independent fiscal audit has been completed. She expressed gratitude to the multiple teams involved, and specifically thanked Sandra Jacquot, Director - Finance Business Services, Stephanie Padilla, Director - Finance & Accounting, and Kelly Lyons, Director - Financial Aid for their excellent work in managing the project to completion.

Ms. Garcia introduced Barry Weber, a partner at the third party auditor Eide Bailly LLP, who joined the meeting via Zoom and shared the results of the audit with the Board. Also present on Zoom was Eide Bailly LLP Audit Manager Blake Clayton.

Following the presentation, Chair Corkill commented and requested a motion to accept the audit results as presented. Trustee Rick Durbin made the motion which was seconded by Trustee Havercroft. Chair Corkill called for the vote. The motion passed unanimously with five votes in favor.

### Tab 3: First Reading of Board Goals 2025-2026

President Swayne stated that an initial draft of the Board Goals was created and discussed at length during the Facilitated Discussion meeting held earlier in the day. The Board will conduct a first read of the final draft at the December regular Board of Trustees meeting.

### Board Policy Subcommittee Meeting Report

Trustee Zimmerman reported on behalf the Subcommittee, which also includes Trustee Havercroft, President Swayne, ACCT consultant Dr. DiThomas, and Interim Executive Assistant to the President Kristin Howard. The Subcommittee met earlier in the day and reviewed the following policies:

#### Policy 2.01.08 (Board Performance Review):

Work is underway to establish specific dates and timelines for conducting the annual Board self-assessment, receiving the results, and using those results to develop formal Board goals. These Board goals will be incorporated into the policy.

#### Policy 2.01.09 (Trustee Emeritus Status):

No revisions are being proposed at this time. Further review will occur prior to bringing a draft to the full Board.

#### Policy 2.01.10 (Board General Conduct):

The attestation form was reviewed in depth. The Subcommittee plans to recommend including explicit reference to the Open Meeting Laws as requirements for Board members. Additionally, Policy 2.01.12 (Code of Ethics) will be added to the attestation, as it had previously been referenced without the numbered citation.

#### Policy 2.01.11 (New Board Member Orientation):

Discussion occurred; additional revisions may be proposed after further Subcommittee review.

Trustee Havercroft stated that frequent review of these policies has been beneficial, ensuring that members remain familiar with the content and that revisions help clarify intent and improve readability. Trustee Zimmerman said that the Subcommittee will meet again to finalize proposed revisions and will bring the updated policies to the Board for a first read, followed by a second read and vote at a subsequent meeting.

Chair Corkill extended his gratitude to Trustees Zimmerman and Havercroft for assuming their roles and responsibilities on the Board Policy Subcommittee.

### Elect Board Officers

Chair Corkill opened the floor for nominations of Board Officers and nominated Trustee Zimmerman for Board Chair. Trustee Knudtsen seconded the nomination. With no other nominations, Chair Corkill called for the vote. The vote passed with four votes in favor, confirming Trustee Zimmerman as Board Chair.

Trustee Corkill stated that he would manage the elections through completion and requested nominations for Vice Chair. Trustee Durbin nominated Trustee Knudtsen. The nomination was seconded by Trustee Havercroft. Chair Zimmerman then nominated Trustee Havercroft. The nomination was seconded by Trustee Knudtsen. Trustee Durbin rescinded his earlier nomination. Chair Corkill closed the floor for nominations and called for the vote. The vote passed with four votes in favor, confirming Trustee Havercroft as Vice Chair.

Trustee Corkill commented briefly and requested nominations for Board Secretary/Treasurer. Trustee Knudtsen nominated Trustee Durbin. The nomination was seconded by Trustee Havercroft. With no other nominations, Trustee Corkill called for the vote. The vote passed with four votes in favor, confirming Trustee Durbin as Board Secretary/Treasurer.

Trustee Corkill passed the gavel on to Chair Zimmerman.

Tab 4: Complete Trustee Annual Affirmation

Each Trustee was provided with a copy of the Trustee Annual Affirmation. Given the length of the document, Chair Zimmerman requested that the Trustees take turns reading each bullet point aloud. The Trustees proceeded in rotation through the statements. Upon completion, each Trustee signed and affirmed the document as read.

**TRUSTEE REMARKS FOR THE GOOD OF THE ORDER**

Trustee Havercroft expressed her appreciation to former Chair Corkill for his strong leadership and guidance throughout the past year.

President Swayne extended his gratitude to ACCT consultants Ken Burke and Dr. Debbie DiThomas for their service since February 2023, acknowledging their ongoing support in Board training, governance assistance, and organizational development. He said that their work was instrumental in NIC's progress from show cause status toward the anticipated status of good standing.

Chair Zimmerman concluded by offering wishes for a happy Thanksgiving and expressed hopes for good health and meaningful time with family and friends.

The meeting was adjourned at 7:28 p.m.

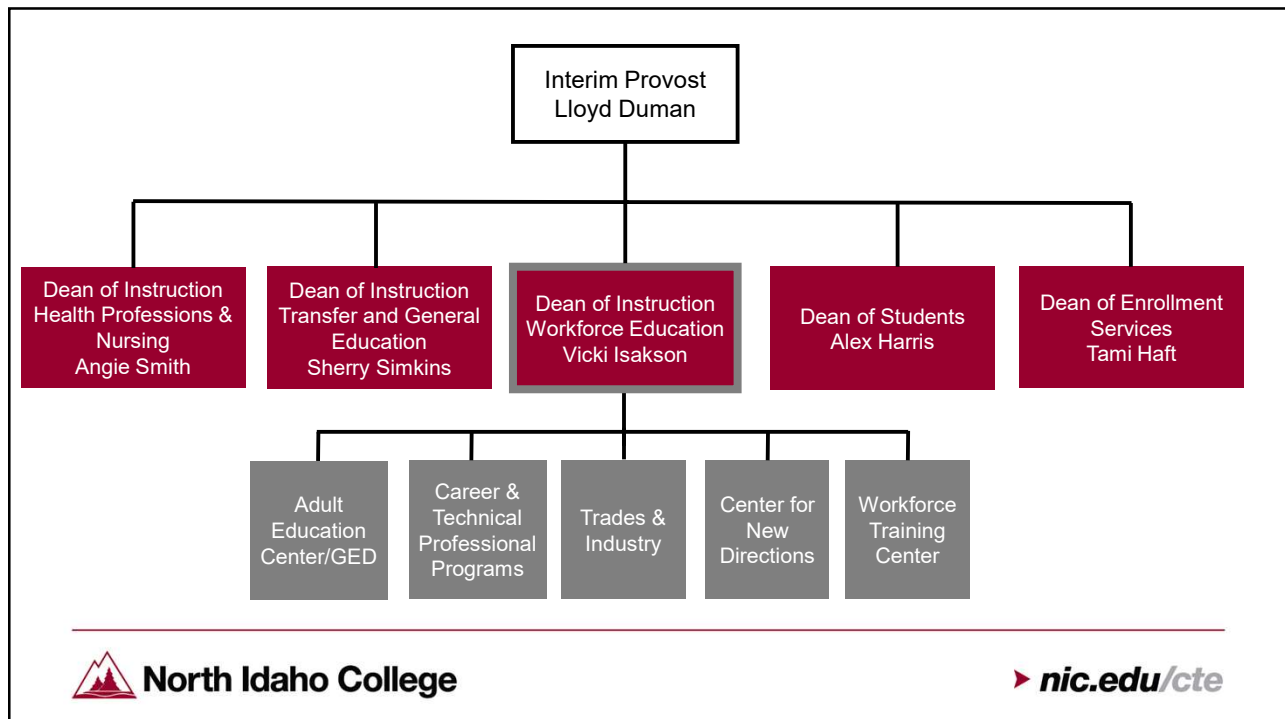
Respectfully Submitted,  
Suzy Scura, Board Clerk

Addenda:

- 1) Simulation Center Presentation
- 2) Career and Technology Presentation
- 3) Strategic Plan Presentation: Goal 5 Metrics
- 4) Trustee Annual Affirmations

# Career and Technical Education (CTE)

November 2025



# CTE Funding

CTE FY26 allocation – \$8,402,857

- CTE Faculty and Staff
- Maintenance and Operations

Perkins V (Prog. Imp.) – \$221,183

- Equipment
- Professional Development
- Emergency Funds for students



**North Idaho College**

► [nic.edu/cte](http://nic.edu/cte)

# Trades and Industry

- Autobody and Paint Technology
- Automotive Technology
- Construction Management
- Diesel Technology
- Heating, Ventilation, Air Conditioning, Refrigeration
- Industrial Automation & Robotics (Mechatronics)
- Industrial Mechanic / Millwright
- Machining and CNC Technology
- Mechanical Design Engineering Technology
- Welding Technology



**North Idaho College**

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# Career & Technical Professional Programs

- Administrative Office Management Technology
- Administrative Office Technology
- Bookkeeping & Accounting Assistant
- Business Management – Entrepreneurship, Human Resources
- Computer Applications
- Culinary Arts
- Cybersecurity and Information Security Administration
- Fire Service Technology
- Graphic and Web Design
- Hospitality Management
- Law enforcement
- Medical Administrative Assistant
- Medical Billing Assistant
- Medical Billing Specialist
- Medical Receptionist
- Office Specialist/Receptionist
- Outdoor Recreation Leadership\*
- Paralegal
- Virtual Administrative Assistant



**North Idaho College**

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## Enrollment

All CTE – Up 25% year over year

- 2023/24 – 566
- 2024/25 – 708

Trades & Industry – Up 27% year over year

- Fall 2024 – 146
- Fall 2025 - 185

Career & Technical Professional Programs

- Fall 2024 – 253
- Fall 2025 - 250



**North Idaho College**

► [nic.edu/cte](http://nic.edu/cte)

# Rathdrum Rumble



450 people, 150 vehicles

4



North Idaho College

► [nic.edu/cte](http://nic.edu/cte)

# Trick or Treat Open House



464 people



North Idaho College

► [nic.edu/cte](http://nic.edu/cte)

# Middle School Tour (8<sup>th</sup> graders) CDA School District

720 students  
over 3 days



## Upcoming Recruitment Events

Business Professional of America (December)

Middle and High School Bus Tours (Feb/March '26)

Hard Hats, Hammers, Healthcare and Hot Dogs (April '26)

# Growth Opportunities

- Retention
- Industrial Automation & Robotics
- Expand – Diesel, Welding, Cyber Security, Graphic & Web Design
- CTE Dual Credit
- Non-credit to credit



**North Idaho College**

► [nic.edu/cte](http://nic.edu/cte)

2025 - 2030

# Strategic Plan Goal 5

## Goal 5 - Infrastructure

Achieve organizational efficiency and effectiveness by fostering a dynamic college environment that invests in employees, facilities, and technologies to support student success.

GOAL 5

## Objective 5.1

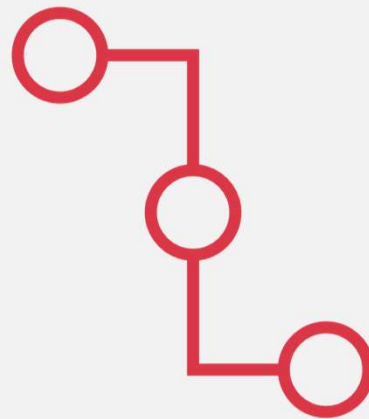
Review and update NIC's compensation to ensure competitiveness, and alignment with industry standards while incentivizing and encouraging employee development.



GOAL 5

## Objective 5.2

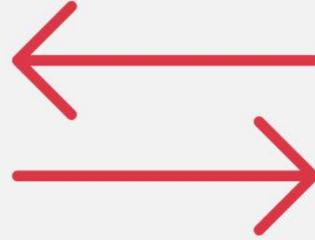
Ensure effective and efficient resource allocation to support strategic plan objectives.



GOAL 5

## Objective 5.3

Align common campus measures to the strategic plan objectives and action plans and improve data-reporting capabilities at the college.



GOAL 5

## Objective 5.4

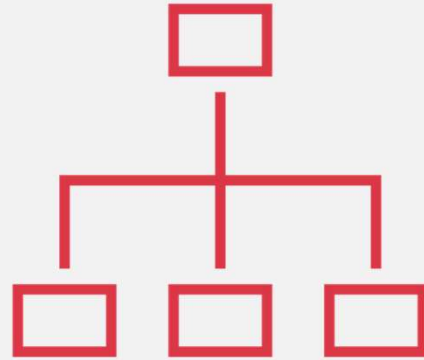
Identify opportunities to modernize campus technology solutions that promote automation, process improvement, and integration.



GOAL 5

## Objective 5.5

Ensure campus facilities support and encourage learning and collaboration.



GOAL 5

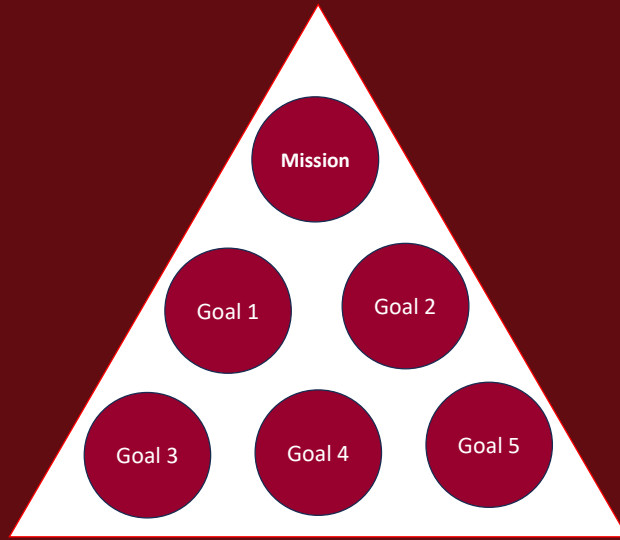
## Objective 5.6

Expand access to housing and resources by working with community partners to address student needs for affordable housing, transportation, and other essential services and ensure they have the support necessary to succeed.



NIC Strategic Planning

# Mission Driven

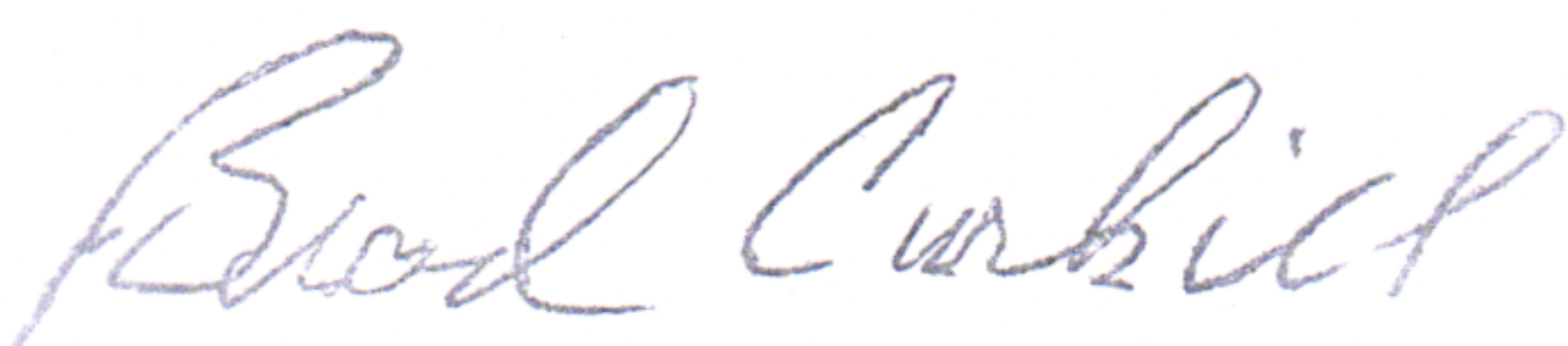


## Annual Trustee Affirmation

*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 2.01.12);
- 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

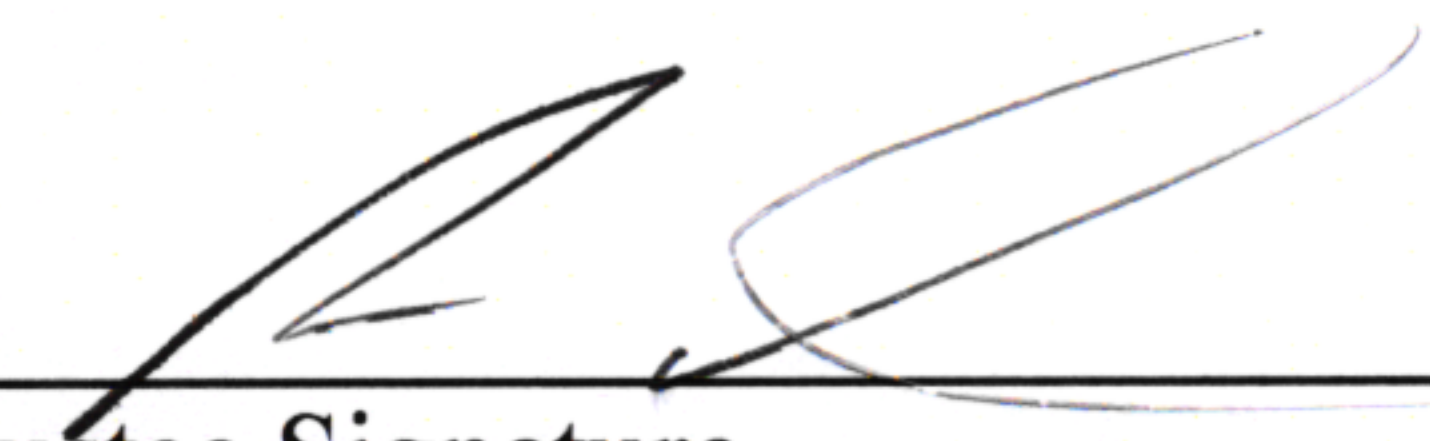
11-19-25  
Date

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Trustee Signature

11-19-2025  
Date

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Mary Haverscroft  
Trustee Signature

11/19/2025  
Date

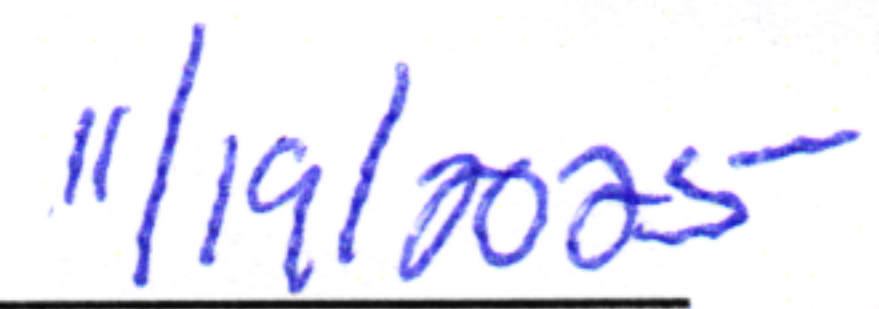
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Trustee Signature


  
Date

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- 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 2.01.12);
- 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

11-19-2025  
Date