

AGENDA

Room 169, Meyer Health and Sciences Building, 521 N College Dr, Coeur	
CALL TO ORDER / VERIFICATION OF QUORUM	Brad Corkill
Action: Enter Executive Session per Idaho Code § 74-206(1)(b) – Evaluation Discussion: President's Annual Evaluation	Brad Corkill
RELOCATE TO CONVENE REGULAR MEETING	
CALL TO ORDER / VERIFICATION OF QUORUM	Brad Corkill
APPROVE AGENDA	Brad Corkill
PLEDGE OF ALLEGIANCE	Brad Corkill
TENURE RECOGNITION & PHOTO: Trisha Robinson	Brad Corkill / Nick Swayne
MESSAGE FROM BOARD CHAIR	Brad Corkill
CELEBRATING SUCCESS: NIC X-Labs	Nick Swayne / Marita Diffenbaugh
PUBLIC COMMENT	om in-person attendees, and bject to NIC Policy 2.01.03.
PRESIDENT'S REPORT	Nick Swayne
INFORMATION ITEMS • ACCT Consultant Debrief • Finance Q4 Prior Year Summary (Apr-Jun) • Retention • Strategic Plan: Goal 2 Metrics	Nick Swayne / Sarah GarciaNick Swayne / Holly Edwards
 CONSENT AGENDA Action (Tab 1): Approve Board Regular Meeting Minutes for June 25, 20 Action (Tab 2): Approve Changes to regular board meeting dates Octob January (from 01/28 to 01/21) 	025
NEW BUSINESS • Action (Tab 3): Approve President's Annual Evaluation • Action (Tab 4): Approve President's Annual Goals • Action (Tab 5): Approve Board's Annual Goals	Brad Corkill

TRUSTEE REMARKS FOR THE GOOD OF THE ORDER

ADJOURN

Tab 1

BOARD OF TRUSTEES MEETING August 20, 2025

TAB 1

CONSENT AGENDA: Approve Board of Trustees Regular Meeting Minutes for June 25, 2025

BACKGROUND: Tab 1 includes the Board Regular Meeting Minutes for June 25, 2025.

SUGGESTED MOTION FOR BOARD ACTION

It is requested that [Board Member] make the motion to approve the Board Regular Meeting Minutes for June 25, 2025 as presented.

Prepared by: Suzy Scura

Board Clerk

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 Mary Havercroft made the motion which was seconded by Trustee Eve Knudtsen. Chair Corkill 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 prior to the meeting held in the Automotive Technology department, the Trustees toured the Parker Technical Education Center. He commended the staff for the facility's impressive condition, emphasizing how well maintained the space is despite its high level of activity.

Chair Corkill also noted that this would be the final Board meeting before the summer break, as no meeting is scheduled for July. Due to scheduling conflicts, the date and time of the August meeting will be determined later in the meeting.

CELEBRATING SUCCESS: OUTDOOR PURSUITS

Terry Brinton, Coordinator - Outdoor Pursuits, provided an overview of the program. His presentation highlighted student activities, outlined future goals, and emphasized the value of community partnerships. Mr. Brinton's presentation is included as an addendum to these minutes.

PUBLIC COMMENT

There were no requests from the public to make comments.

PRESIDENT'S REPORT

President Swayne thanked Vicki Isakson, Dean of Instruction - Workforce Education, and her team for organizing the campus tour, emphasizing the importance of showcasing the facility. He also expressed appreciation for the NIC Automotive Technology uniform shirts provided to the Trustees for this meeting.

<u>Accreditation</u>

President Swayne reported that the upcoming accreditation report and Northwest Commission on Colleges and Universities (NWCCU) site visit will differ from recent ones as the college returns to a regular review cycle. He noted prior visits focused on restoring good standing, whereas the upcoming visit will include a mid-cycle review and emphasize ongoing institutional improvement rather than probationary concerns. President Swayne said that Accreditation Liaison Officer Dr. Steve Kurtz would provide a detailed update later in the meeting.

Enrollment Management

President Swayne reported continued positive trends in summer and fall 2025 enrollment. Summer enrollment increased by 14.3% over the prior year (which had already risen by 16.4%), totaling nearly 30% growth over two years. Notably, full-time academic transfer enrollment grew by 18.8%, dual credit by 24.5% (supported by a revised start date), and Career and Technical Education by 28.3%, with 563 students enrolled full-time.

For fall 2025, overall enrollment is up 1.3% and up 6% when excluding dual credit and non-degree students. Credit hours, critical to institutional funding, are up 8.7%, exceeding budget projections. Full-time enrollment increased by 23.6%, and continuing student enrollment grew by 3.6%, marking the first year-over-year increase in that category after several years of decline. President Swayne credited these gains to the enrollment team's strong focus on retention and engagement.

Community Stakeholder Engagement

President Swayne highlighted recent campus and community engagement activities:

- President Swayne served as the keynote speaker at the Kootenai County Taskforce on Human Relations luncheon on June 25,2025.
- The official launch of the Culinary Arts Sous Chef Apprenticeship program which integrates academic instruction with paid work experience.
- NIC's Culinary Arts Food Truck is now operating in front of the Hedlund (HED) Building from 11:00 a.m. to 1:30 p.m. on Thursdays, Fridays, and Saturdays through the end of July 2025.
- The Workforce Training Center (WTC) held its first apprenticeship graduation ceremony June 5, 2025, with scholarships offered to graduates pursuing associate degrees.

International Student Athletes

President Swayne reported a decline in international student-athlete enrollment, from approximately 50 - 52 last year to 24 this year, due to changes in athletic scholarships and budgeting. He stated that this adjustment is more consistent with the College's role as a community institution.

Strategic Planning

President Swayne noted ongoing efforts to refine the metrics tied to NIC's five strategic goals. Each goal will be reviewed individually across five consecutive Board meetings, with progress summaries provided at each session.

General Updates

President Swayne shared the following updates:

- Cardinal Central (Campus Information, Student ID, Parking Services) is now fully operational in the Bob and Leona DeArmond (DARM) building.
- The North Idaho Women and Their Money conference was held on June 9, 2025 with strong attendance and a positive community impact.
- The NIC Foundation's *Really BIG Raffle* scheduled for July 9, 2025 is officially sold out. The grand prize is a house; the second prize is a new car.

INFORMATION ITEMS

Human Resources Update

Chief Human Resources Officer Meagan Snyder provided an update on the department's initiatives and continued success in recruiting and retaining highly qualified personnel. Her presentation is included as an addendum to these minutes.

Strategic Plan: Goal 1 Metrics

Interim Provost Dr. Lloyd Duman presented an overview of the metrics associated with Goal 1 of the College's strategic plan. He noted that while the focus was on Goal 1, all five strategic goals are closely inter-connected. His presentation is included as an addendum to these minutes.

Accreditation Update

Dr. Steve Kurtz reported that the college is preparing two major reports for submission to the NWCCU in the upcoming academic year: the Mid-Cycle Report due this fall, which will include government recommendations, and the Policies, Regulations, and Financial Review Report (PRFR), due in the spring. Dr. Kurtz's presentation is included as an addendum to these minutes.

Economic Impact Report

Marketing & Communications Coordinator Tom Greene introduced Hannah Ruffridge, Director of Education Consulting at Lightcast. Ms. Ruffridge acknowledged her colleague, Economic Consultant Kane Anderson, and provided an overview of the economic impact report prepared by Lightcast. The report is included as an addendum to these minutes.

CONSENT AGENDA

Chair Corkill noted that the consent agenda items would be addressed out of their listed order on the agenda.

Tab 3: Approve Permanent Positions for Program Capacity Expansion

Following a detailed explanation from President Swayne, Chair Corkill requested a motion to approve Tab 3 as presented. Trustee Tarie Zimmerman made the motion which was seconded by Trustee Rick Durbin. Chair Corkill called for the vote. The motion passed unanimously with five votes in favor.

Tab 4: Approve One-Time Expenditures from Capital Investment Reserve

Following a detailed explanation from President Swayne, Chair Corkill requested a motion to approve Tab 4 as presented. 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 1: Approve Board Regular Meeting Minutes for May 25, 2025

Minutes for the May 25, 2025 regular meeting are included in the June 25, 2025 Board book.

Tab 2: Reschedule August Board Regular Meeting to August 20, 2025

Required due to scheduling conflicts.

Tab 5: Approve on Second Reading Policy 3.04.02 (Annual Vacation Leave)

A first reading of this policy was conducted at the May 25, 2025 regular meeting. No action was taken.

Tab 6: Approve Decommission on Second Reading Policy 3.04.06.02 (Personal Leave)

A first reading of this policy was conducted at the May 25, 2025 regular meeting. No action was taken.

Tab 7: Approve on Second Reading Policy 3.04.09 (Family and Medical Leave)

A first reading of this policy was conducted at the May 25, 2025 regular meeting. No action was taken.

Chair Corkill requested a motion to approve Tabs 1, 2, 5, 6, and 7 as presented. Trustee Knudtsen 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

Tab 8: First Reading Policy 2.01.01 (Authority, Appointment, and Functions)

Dean of Transfer and General Education Dr. Sherry Simkins explained the changes and minor edits to the policy. Following her presentation, Chair Corkill requested a motion to approve Tab 8 as presented. Trustee Havercroft made the motion which was seconded by Trustee Durbin.

Board Policy Subcommittee Report

Trustee Zimmerman reported on behalf the policy subcommittee, which includes Trustee Havercroft, President Swayne, Interim Executive Assistant to the President Kristin Howard, and Association of Community College Trustees (ACCT) consultant Dr, Debbie DiThomas. She stated that the subcommittee has met three times to assess five policies scheduled for review under the Board's three-year policy rotation cycle.

Tab 9: First Reading Policy 2.01.01 (Authority, Appointment, and Functions)

Trustee Havercroft described the updates made to the policy.

<u>Tab 10: First Reading Policy 2.01.02 (Responsibilities, Duties, and Standards of Good Practice)</u>
Trustee Havercroft described the updates made to the policy. Trustee Zimmerman provided additional comments.

Tab 11: First Reading Policy 2.01.03 (Meetings)

Trustee Zimmerman described the updates made to the policy.

Tab 12: First Reading Policy 2.01.05 (Communications with Board of Trustees)

Trustee Zimmerman described the updates made to the policy.

<u>Tab 13: First Reading Policy 2.01.14 (Creation, Revision, or Elimination of Internal Board Governance Policy and Procedure)</u>

Trustee Zimmerman described the updates made to the policy.

Chair Corkill requested a motion to approve Tabs 9-13 as presented. Trustee Durbin made the motion which was seconded by Trustee Knudtsen. Following a brief discussion, Chair Corkill called for the vote. The motion passed unanimously with five votes in favor.

TRUSTEE REMARKS FOR THE GOOD OF THE ORDER

There were no remarks for the good of the order.

The meeting was adjourned at 8:18 p.m.

Respectfully Submitted, Suzy Scura, Board Clerk

Addenda:

- 1) Outdoor Pursuits Presentation
- 2) Human Resources Update Presentation
- 3) Strategic Plan Presentation: Goal 1 Metrics
- 4) Accreditation Update Presentation
- 5) Lightcast Economic Impact Report



The Team

Shawn Noel - Director - Athletics & Recreation
Terry Brinton - Outdoor Pursuits Coordinator
Brett Vangen-Weeks - Outdoor Pursuits Assistant
Coordinator

Steve McGroarty - Financial Services

North Idaho College

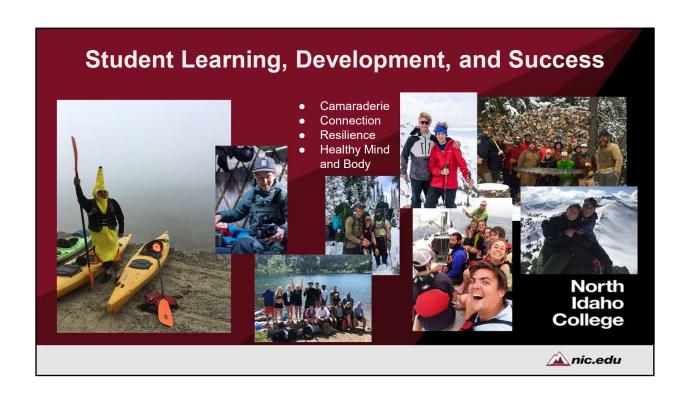




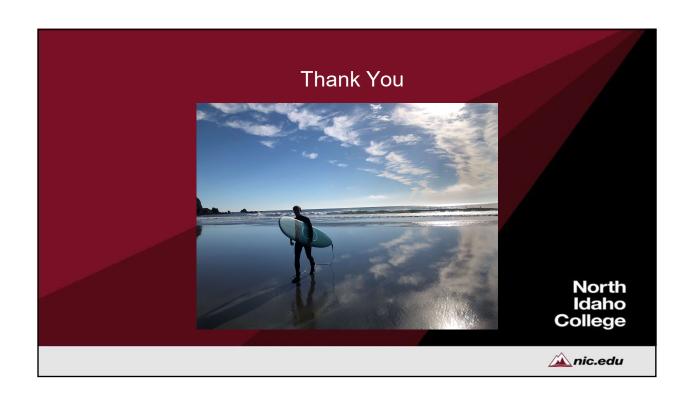


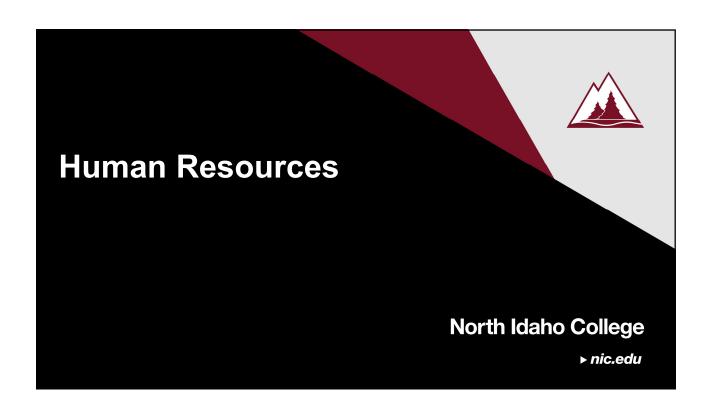


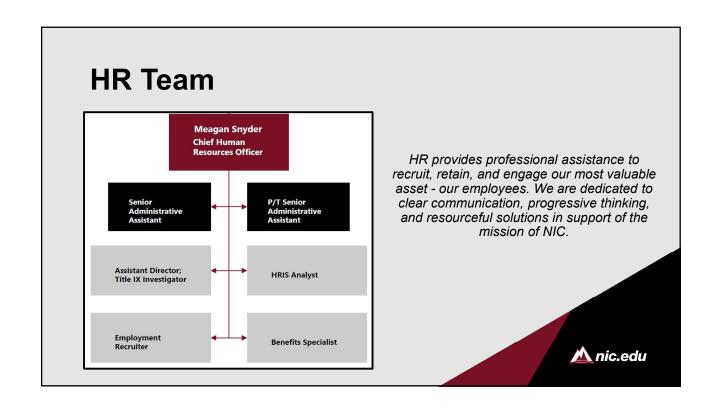






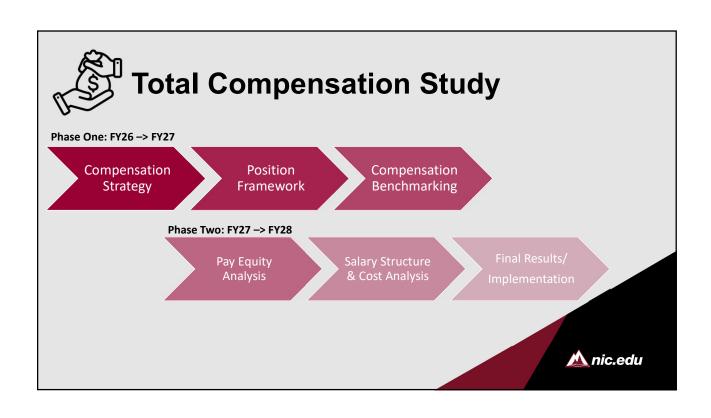
















Review Existing Staff & Faculty Job Structures Including

- Job Families
- Level(s) and Title(s) Framework
- Validate position descriptions
- Investigation into potential career pathways

🛕 nic.edu



Request RFP for compensation consultant to assist with

- Develop best practices and benchmarking methodology
- Conduct market match reviews
- Market and living wage assessment
- Identify compensation strategy

🛕 nic.edu



Phase Two: FY27 - FY28

Pay Equity Analysis

- Data Collection
- · Review Outliers
- Report Findings & Recommendations

Salary Structure & Cost Analysis

- Revise Pay Grades & Ranges
- Assign Positions using Market Data
- Validate & Finalize
- · Determine Cost
- · Report Recommendations

Final Results/ Implementation

- · Revise Guidelines
- Review Changes
- Develop Report
- Implementation/Road Map Recommendations



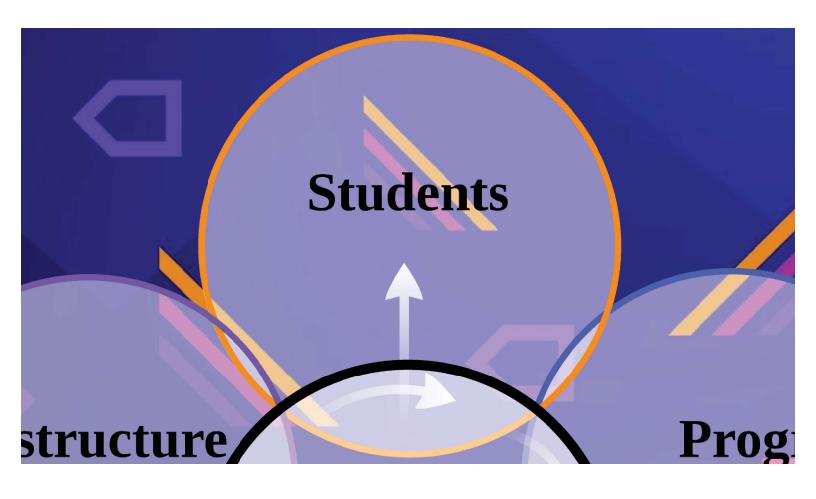


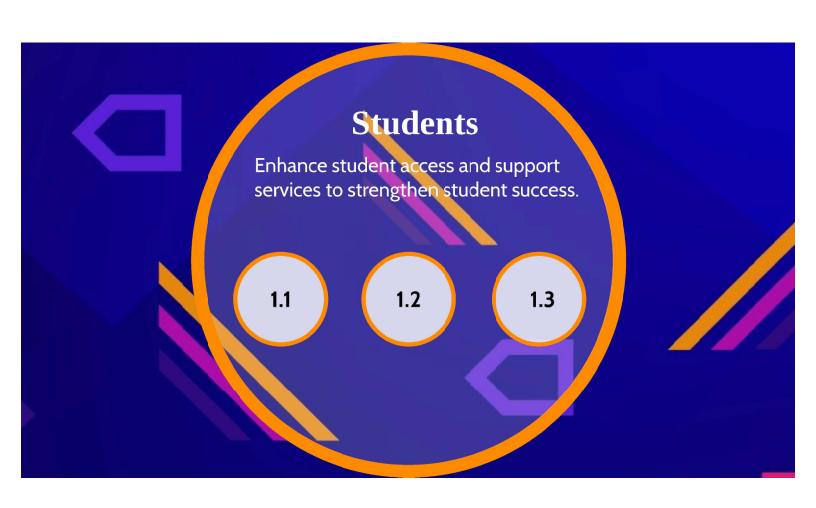


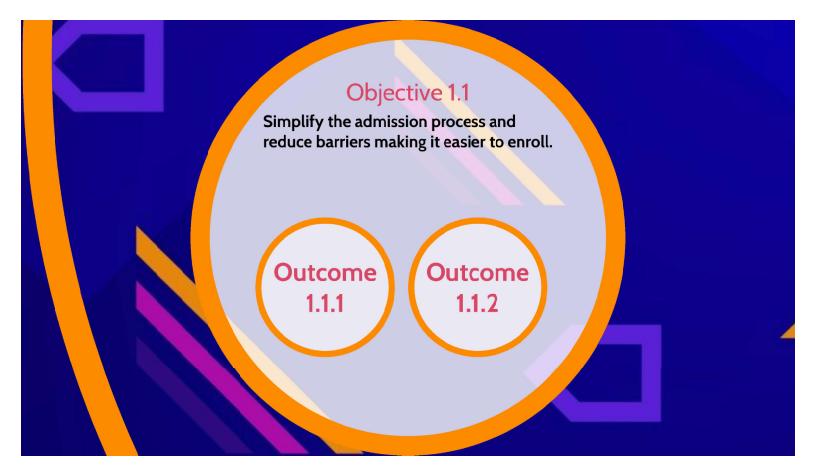


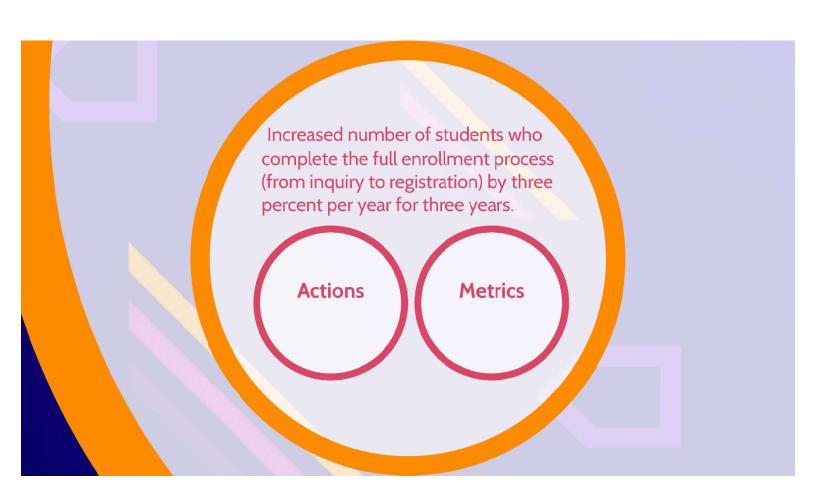


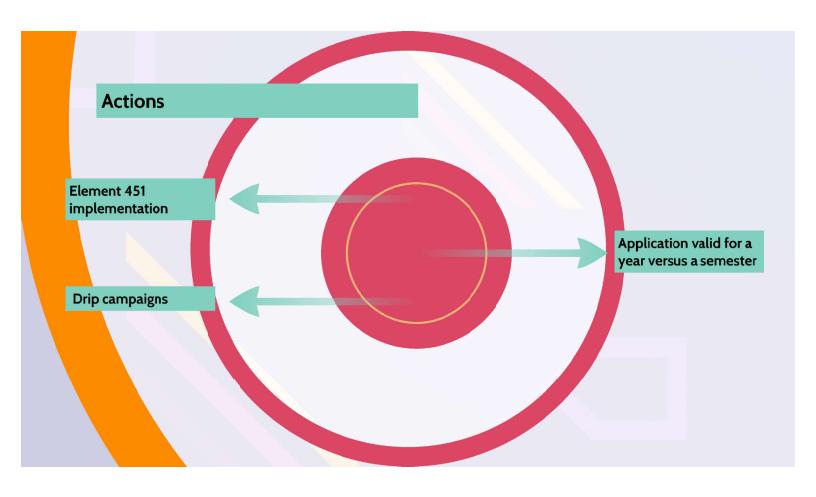




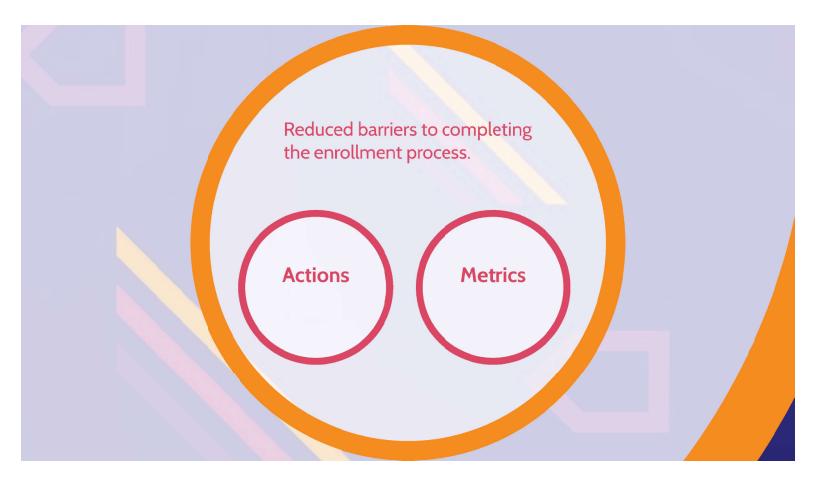


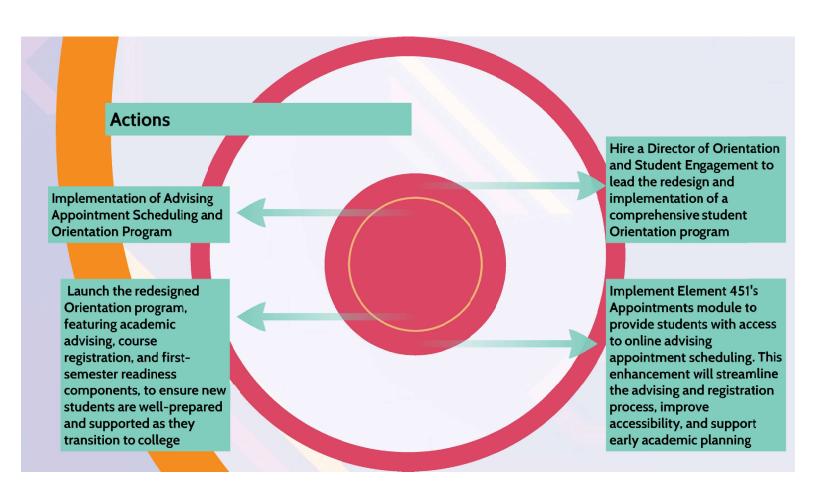




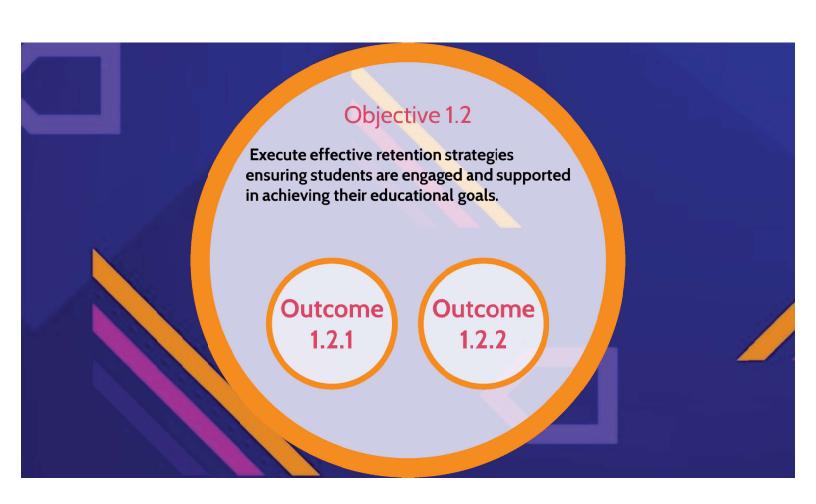


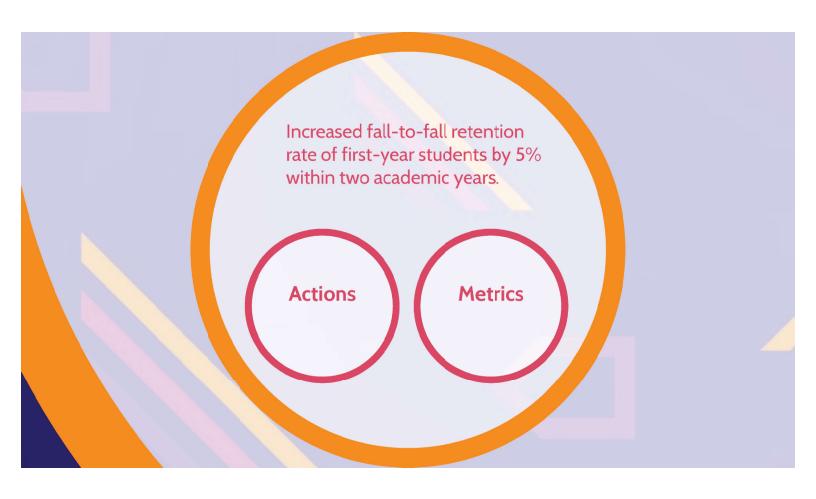
1	Application numbers and yield
2	Percent of students awarded financial aid or scholarships
3	Actual Start term (if reducing the barrier of the student having to reapply for admission. Does it reduce the barrier?)
4	Track the percentage of students who complete the enrollment process before and after the implementation of process
	simplifications

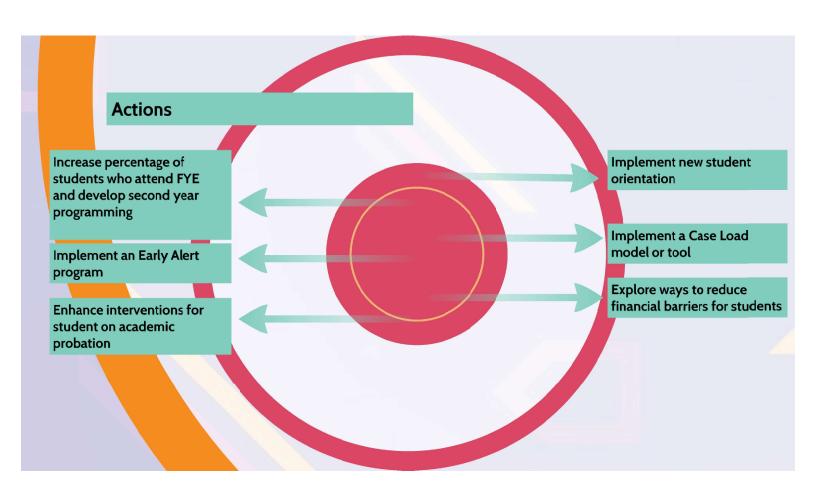




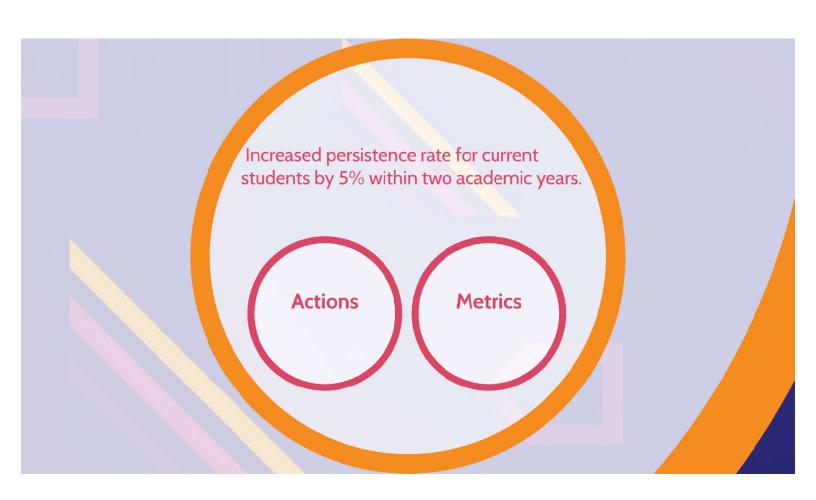
Measure the time taken by new students to complete all enrollment steps from inquiry to registration with a target reduction of "x" percent from baseline data

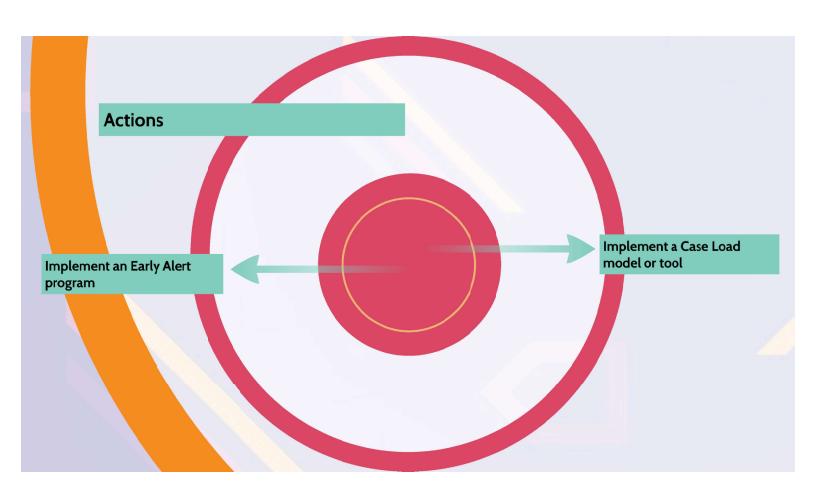




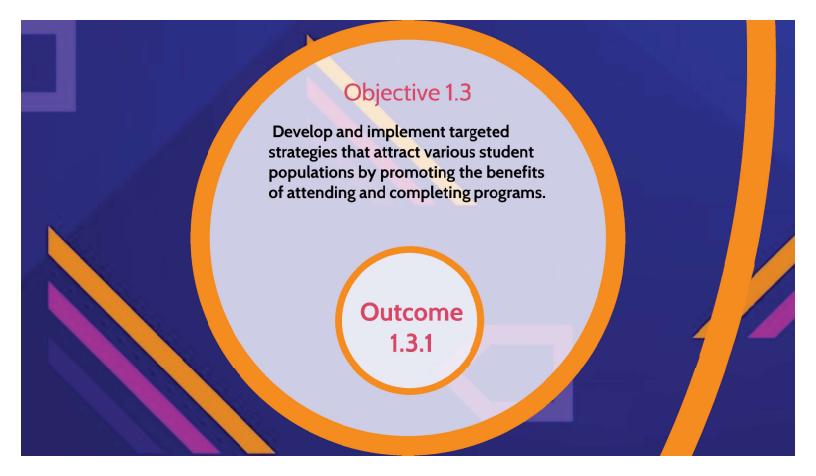


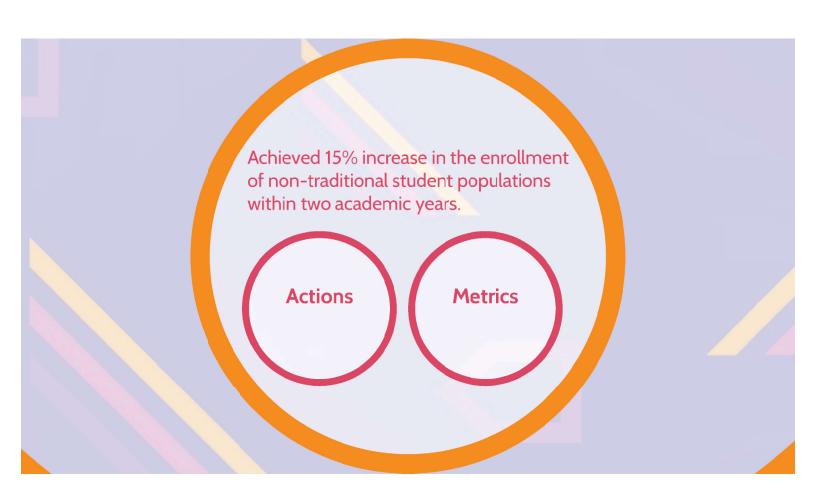
Retention Rates
 Persistence Rates
 Track the percentage of first-year students who return for the following fall semester by analyzing institutional data.

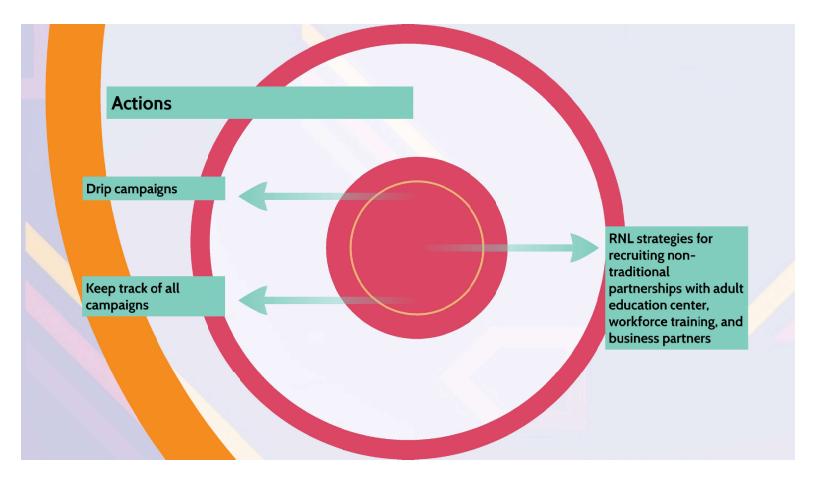




1 Analyze institutional persistence data over two academic years.

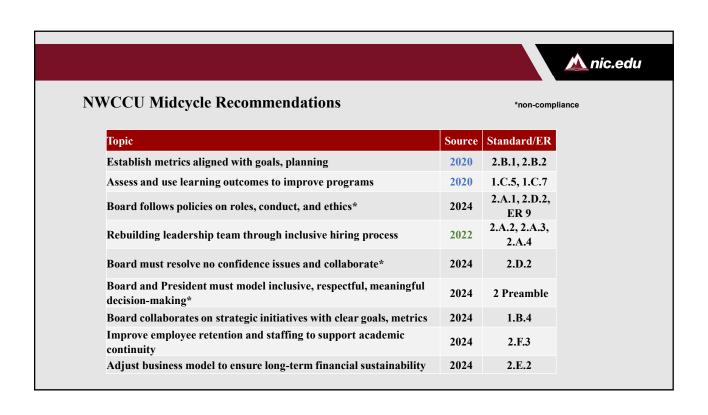






1	Track persistence and retention based on age
2	Non-Trad (MOU's with businesses)
3	Measure tuition assistance from employers
4	Track enrollment data of incoming non-traditional students before and after the implementation of targeted recruitment
	campaigns and outreach efforts







Key Dates - Midcycle

June 25 Board Meeting

June 30 First Draft of Midcycle Report

August 20 Final Training Session and Board Meeting

August 25-29 Final Review

August 29 Submit to NWCCU
October 16-17 NWCCU Midcycle Visit

November 7 Approximate date of Draft Report from NWCCU

January 27-30 Commission Board Meeting



PRFR Update

Covers Standard 2 – Governance, Resources, and Capacity (Federal Compliance) 29 Standards

Governance Policies and Procedures

Academic Freedom Integrity
Financial Resources HR
Student Support Library

Facilities and Technology

FY 2023-24



North Idaho College

The economic value of North Idaho College

ANALYSIS OF THE ECONOMIC IMPACT AND RETURN ON INVESTMENT OF EDUCATION



Lightcast & Community Colleges

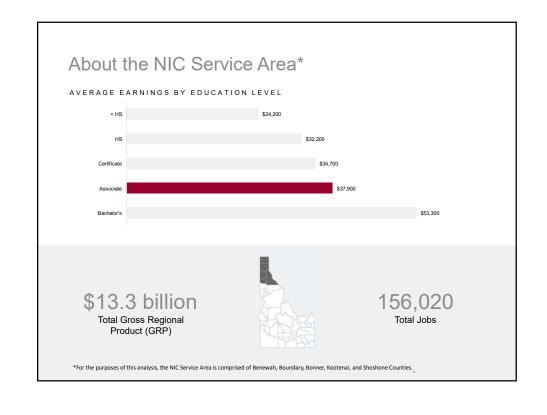
 $20 \pm$ years working with higher education institutions

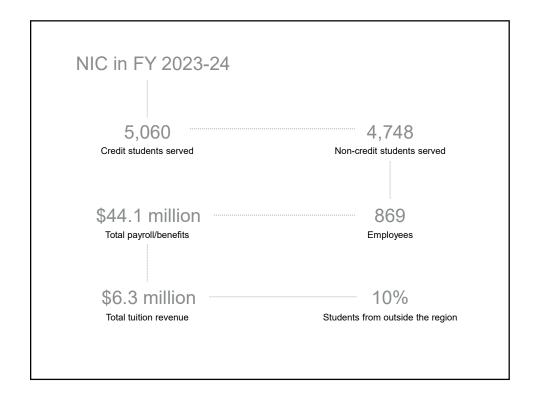
 $3,000 + {}_{economic\ impact\ studies\ completed}$

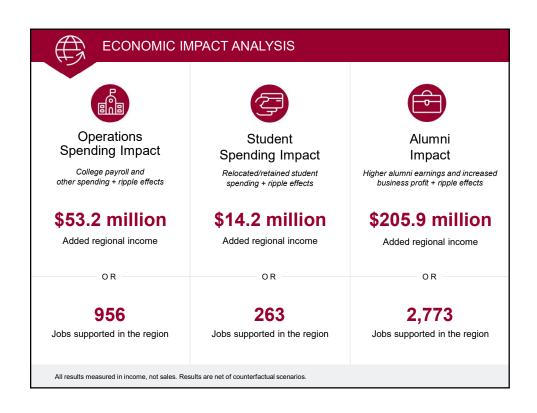
 $2.7M \ \ \text{students used Lightcast's Career Coach tool in 2023}$

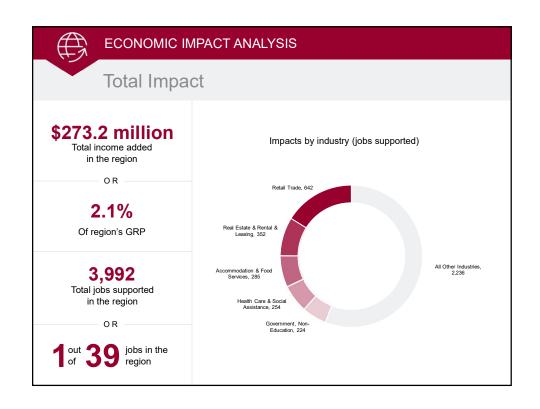
 $8\ of\ 10\ _{2023}$ Aspen Prize finalists are Lightcast customers

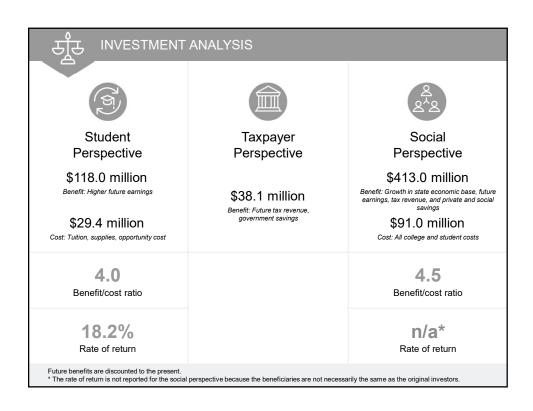












Overview of results



\$273.2 million

Total income added to the region

2.1%

Of region's GRP

3,992

Total jobs supported in the region



4 0

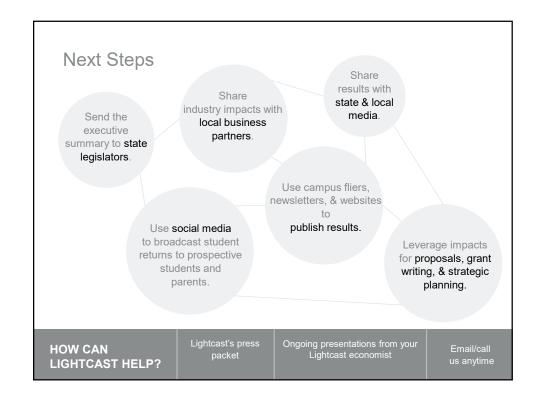
Benefit-cost ratio for students

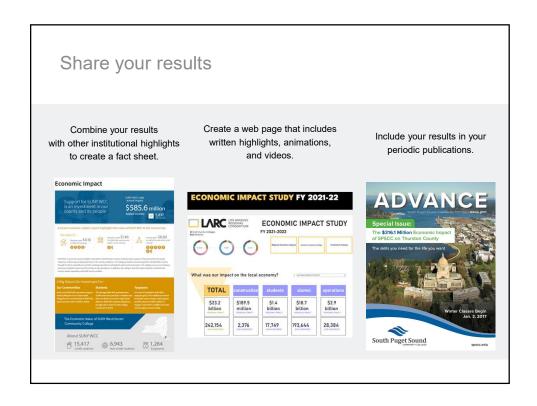
\$38.1 million

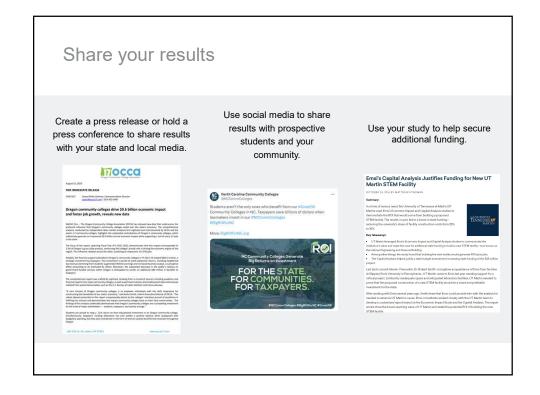
Total taxpayer benefits

4.5

Benefit-cost ratio for society







The results of this study were prepared by



For a copy of the report, please contact NIC.

Tab 2

BOARD OF TRUSTEES MEETING August 20, 2025

TAB 2

CONSENT AGENDA: Reschedule October 2025 and January 2026 Board of Trustees Regular Meetings

BACKGROUND: Due to scheduling conflicts, the President recommends rescheduling the October 22, 2025 Board of Trustees Regular Meeting to October 15, 2025 and the January 28, 2026 meeting to January 21, 2026.

SUGGESTED MOTION FOR BOARD ACTION

It is requested that [Board Member] make the motion to reschedule the October 22, 2025 Board of Trustees Regular Meeting to October 15, 2025 and the January 28, 2026 meeting to January 21, 2026.

Prepared by: Suzy Scura Board Clerk

Tab 3

BOARD OF TRUSTEES MEETING August 20, 2025

TAB 3

CONSENT AGENDA: Approve the President's Annual Evaluation

BACKGROUND: Following a facilitated discussion and executive session, the President's Annual Evaluation 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 President's Annual Evaluation as presented.

Prepared by: Suzy Scura

Board Clerk

Tab 4

BOARD OF TRUSTEES MEETING August 20, 2025

TAB 4

CONSENT AGENDA: Approve the President's Annual Goals

BACKGROUND: Following a facilitated discussion and executive session, the President'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 President's Annual Goals as presented.

Prepared by: Suzy Scura

Board Clerk

Tab 5

BOARD OF TRUSTEES MEETING August 20, 2025

TAB 5

CONSENT AGENDA: Approve the Board's Annual Goals

BACKGROUND: Following a facilitated discussion and executive session, 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 Boards's Annual Goals as presented.

Prepared by: Suzy Scura

Board Clerk