



**ST. JOHNS RIVER**  
**S T A T E C O L L E G E**

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EQUAL OPPORTUNITY/EQUAL ACCESS COLLEGE

## MEMORANDUM

TO: All Trustees

FROM: Susan Sutliff 

DATE: December 9, 2025

RE: Revision to Minutes for September 17 and October 15, 2025  
Board Meetings

The minutes of the September 17 and October 15, 2025 SJR State Board Meetings are being revised to indicate that Trustee Nick Primrose is the Vice-Chair. This requests approval of the revisions.

Thank you.

ST. JOHNS RIVER STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

September 17, 2025 (Revised)

MEMBERS PRESENT:

Mr. Rich Komando, Chairperson  
Mr. Nick Primrose, Vice-Chair – attended virtually as he  
was out-of-the country for his job; physical quorum was  
present  
Mr. Wendell Davis  
Mr. Jud Sapp  
Ms. Chereese Stewart  
Mr. Cyrus Zomorodian

OTHERS PRESENT:

Joe H. Pickens, J.D., Executive Secretary  
Lisa Miles, J.D., Board Attorney

Chairperson Komando called the meeting to order at  
2:00 pm.

Meeting Call to Order

The floor was open to Public Comments. Hearing  
none, the floor was closed to Public Comments.

Public Comment

There was no Old Business.

Old Business

Chairperson Komando noted that Trustee Nick  
Primrose was traveling for work and was participating  
in the meeting virtually.

Chairperson Komando requested approval of the  
Consent Agenda Items IV.A-E:

Consent Agenda  
Items

A.1 - Minutes of August 20, 2025, Board Meeting

B.1 - Chief Operating Officer/Senior Vice President –  
Dr. Melanie Brown: Personnel Matters

C.1-2- Vice President for Finance/CFO – Randy  
Peterson: Facilities Usage Report – August 2025; and  
Monthly Financial Report – August 2025.

D.1-2 - Vice President for Academic & Student Affairs –  
Dr. Ed Jordan: 2025-2026 Articulation Agreement  
Between the District Board of Trustees of St. Johns  
River State College and private schools Ark Christian  
Academy and St. Johns Country Day School.

E.1 - VP/Chief Institutional Research Officer - Dr. Ros Humerick: Perkins V Equipment Upgrade and Modernization Grant.

Mr. Davis moved approval of Consent Agenda Items IV.A-E. Mr. Sapp seconded the motion. Motion carried (Davis, Komando, Primrose, Sapp, Stewart, Zomorodian – Yes).

Approved Consent  
Agenda Items IV.A-E

Dr. Melanie Brown gave an update regarding the College Administration's Review of SJR State Board Rules, Policies and Procedures through the lens of the July 29, 2025, Memorandum from the Attorney General: Guidance for Recipients of Federal Funding Regarding Unlawful Discrimination. An internal review of board policies, operating procedures, and internal practices is currently underway. Some of the areas being reviewed include the Foundation, Human Resources, and Business Office. She noted some policies and procedures that do not align with the guidance have been identified and will be brought to the Board to be repealed. However, nothing egregious has been found as the College has been proactively working to align practice with state guidance in this area for the past few years. The Board will be updated on the process.

Chief Operating  
Officer Item V.A.1

Dr. Brown reviewed and requested approval of the recommendation of the Student Housing DSO Board to name the new Student Housing Building as Carl C. Beck Hall. President Pickens noted that there will be a gift over time of \$1M from Mr. Beck's trust in recognition of naming the building after him. He referred to Florida Statute 267.062 and explained that Mr. Beck passed away in 2021. Also, it is not a public building as the College is leasing the land to Viking Art, Inc. Mr. Beck was the genesis of the resources for the project. He was also a member of this board for a number of years, and a member and chair of the Foundation Board. In the lease documents, the College reserved the right for the Board to approve the naming.

Mr. Davis, on behalf of the DSO Board, moved to approve the recommendation to name the new Student Housing building as Carl C. Beck Hall. The motion was seconded by Mr. Sapp (a detailed listing is contained in the material submitted by the Office of Chief Operating Officer). Motion carried (Davis, Komando, Primrose, Sapp, Stewart, Zomorodian – Yes).

Approved Chief  
Operating Officer Item  
V.A.2

VP/CFO Randy Peterson introduced the new Controller Beth Groff. President Pickens noted that the College is very fortunate to have Ms. Groff and that he greatly values all of the staff in the Business Office.

VP/CFO Randy Peterson reviewed and requested approval to Transfer from the Board Designated Operating Reserves to the Unexpended Plant Fund for the Flo Arts Deferred Maintenance and Renovation Project.

Mr. Davis moved, seconded by Mr. Zomorodian, to approve VP/Chief Finance Officer Item V.B.1. as submitted (a detailed listing is contained in the material submitted by the Office of VP/Chief Finance Officer). Motion carried (Davis, Komando, Primrose, Sapp, Stewart, Zomorodian – Yes).

Approved VP/Chief  
Finance Officer Item  
V.B.1

Mr. Peterson reviewed and requested approval of to Transfer from Auxiliary Reserves to the Unexpended Plant Fund for the Flo Arts Deferred Maintenance and Renovation Project.

Ms. Stewart moved, seconded by Mr. Sapp, to approve VP/Chief Finance Officer Item V.B.2. as submitted (a detailed listing is contained in the material submitted by the Office of VP/Chief Finance Officer). Motion carried (Davis, Komando, Primrose, Sapp, Stewart, Zomorodian – Yes).

Approved VP/Chief  
Finance Officer Item  
V.B.2

Mr. Peterson reviewed and requested approval of Ongoing Quarterly Payments from Auxiliary Funds to the St. Johns River State College Foundation for the Purpose of Funding Scholarships.

Ms. Stewart moved, seconded by Mr. Sapp, to approve VP/Chief Finance Officer Item V.B.3. as submitted (a detailed listing is contained in the material submitted by the Office of VP/Chief Finance Officer). Motion carried (Davis, Komando, Primrose, Sapp, Stewart, Zomorodian – Yes).

Approved VP/Chief  
Finance Officer Item  
V.B.3

Mr. Peterson reviewed and requested approval of the Fund Balance Carry-Forward Spending Plan.

Mr. Davis moved, seconded by Ms. Stewart, to approve VP/Chief Finance Officer Item V.B.4. as submitted (a detailed listing is contained in the material submitted by the Office of VP/Chief Finance Officer). Motion carried (Davis, Komando, Primrose, Sapp, Stewart, Zomorodian – Yes).

Approved VP/Chief  
Finance Officer Item  
V.B.4

Mr. Peterson presented and requested approval to Accept the Annual Financial Report – Fiscal Year 2024-2025.

Mr. Davis moved, seconded by Mr. Sapp, to approve VP/Chief Finance Officer Item V.B.5. as submitted (a detailed listing is contained in the material submitted by the Office of VP/Chief Finance Officer). Motion carried (Davis, Komando, Primrose, Sapp, Stewart, Zomorodian – Yes).

Approved VP/Chief  
Finance Officer Item  
V.B.5

Mr. Peterson noted the memo with the follow-up information to Trustee Primrose's concern regarding the need for a local back-up/alternative company for Disaster Recovery and Remediation Services. He explained that he misunderstood Trustee Primrose's request at the last meeting, thinking Mr. Primrose meant local electricians, plumbers, etc. Mr. Peterson explained that after talking to Mr. Primrose and reading the minutes, it became clear that was not the request. Therefore, he researched further and noted the additional memo with more information that was distributed at the beginning of the meeting. President Pickens noted that joint procurement does meet FEMA requirements, while piggyback contracting does not.

VP/Chief Finance  
Officer Item V.B.6

Mr. Peterson discussed three recommendations:

- Enter into a contract with BMS CAT LLC for Disaster Recovery and Remediation Services as secondary backup company. This is a company already awarded the solicitation by Santa Fe College and can be contracted within approximately one week.
- Enter into a contract with Looks Great Services of MS for Disaster Debris Removal Services as secondary backup company. This is a company already awarded the solicitation by Santa Fe College and can be contracted within approximately one week.
- Enter into a contract with Roston Solutions LLC for Disaster Debris Monitoring Services once Santa Fe College's board approves the contract.

Trustee Primrose thanked Mr. Peterson for the extra information. He was in support of the three recommendations. Since it is the middle of hurricane season currently, he requested that the College issue an RFP beginning the first of the calendar year to find out if any local contractors are interested in providing the services to SJR State and not the whole state

college system. It was the consensus of the Board to support the three recommendations.

Mr. Peterson gave an update on the emergency lockdown at the Palatka Campus that occurred on September 4. He and Brian Keith, Director of Campus Safety, debriefed the next day and noted a few items to improve, such as setting the outside horns and inside beacons to sound off for a longer time. He noted that Dr. Brown sent informational emails throughout the 3-hour lockdown. He stated that Campus Safety will partner with Strategic Communications and Flo-Arts to develop a safety and security video for all new students and new employees. Currently, a reminder is sent to all students and staff each semester.

Additional Agenda  
Item

Trustee Zomorodian noted that SJR State College needs to be prepared for any eventuality. President Pickens reiterated that ours is an open access college where the public is welcome.

Dr. Ed Jordan reviewed and requested approval of the Florida College System College Affordability Report for 2025.

Ms. Stewart moved, seconded by Mr. Davis, to approve Vice President for Academic & Student Affairs Item V.C.1. as submitted (a detailed listing is contained in the material submitted by the Office of Vice President for Academic & Student Affairs). Motion carried (Davis, Komando, Primrose, Sapp, Stewart, Zomorodian – Yes).

Approved Vice  
President for  
Academic & Student  
Affairs Item V.C.1

Dr. Jordan reviewed for information only the Florida School of the Arts 2025-2026 Season of Events.

Vice President for  
Academic & Student  
Affairs Item V.C.2

President Pickens thanked the Board for attending the Student Housing Ribbon Cutting and Dedication held this morning and for the support throughout the process.

President's Report

President Pickens noted the AFC Florida College System Legislative Fly-In in Tallahassee. is scheduled on November 4-5.

President Pickens informed the Trustees that the 2025 Safety Summit is scheduled on October 8 in Orlando, and it is mandatory attendance by all Presidents. He noted that Brian Keith and Tim Adams will attend also.

President Pickens noted that he will attend Speaker-Designate Sam Garrison's Designation Ceremony on October 9. Trustees Komando, Zomorodian, and Stewart stated they will be attending also.

Trustee comments were made. Trustee Zomorodian stated that without getting political, it is important to mention that the murder of Charlie Kirk occurred on a college campus. It is a tragedy and is relevant in terms of where we sit on a college campus.

Trustee Comments

Chairperson Komando adjourned the meeting at 3:30 p.m.

Adjournment

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EXECUTIVE SECRETARY

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CHAIRPERSON

ST. JOHNS RIVER STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

October 15, 2025 (Revised)

MEMBERS PRESENT:

Mr. Rich Komando, Chairperson  
Mr. Nick Primrose, Vice-Chair  
Mr. Wendell Davis  
Mr. Jud Sapp  
Ms. Chereese Stewart  
Mr. Cyrus Zomorodian

OTHERS PRESENT:

Joe H. Pickens, J.D., Executive Secretary  
Jeremiah Blocker, J.D., Board Attorney

Chairperson Komando called the meeting to order at  
2:00 pm.

Meeting Call to Order

The floor was open to Public Comments. Hearing  
none, the floor was closed to Public Comments.

Public Comment

There was no Old Business.

Old Business

Chairperson Komando requested approval of the  
Consent Agenda Items IV.a-d:

Consent Agenda  
Items

A.1 - Minutes of September 17, 2025, Board Meeting

B.1 - Chief Operating Officer/Senior Vice President –  
Dr. Melanie Brown: Personnel Matters

C.1-2- Vice President for Finance/CFO – Randy  
Peterson: Facilities Usage Report – September 2025;  
Monthly Financial Report – September 2025; and  
Budget Amendments (Operating Fund 1, Restricted  
Fund 2, Auxiliary Fund 3, and Capital Outlay/Plant  
Fund 7).

D.1-2 - Vice President for Academic & Student Affairs –  
Dr. Ed Jordan: 2025-2026 Allied Health Program  
Handbook Update.

Mr. Primrose moved approval of Consent Agenda  
Items IV.a-d. Mr. Davis seconded the motion. Motion  
carried (Davis, Komando, Primrose, Sapp, Stewart,  
Zomorodian – Yes).

Approved Consent  
Agenda Items IV.a-d

Dr. Melanie Brown reviewed for information only  
Amendment to SJR Board Rule 2.11 Pre-Qualification

Chief Operating  
Officer Item V.A.1.a-c



of Contractors, Repeal SJR Board Rule 4.31 Minority Business Contract Policy, and Amendment to SJR Board Rule 7.23 Transferring Credits to St. Johns River State College.

Dr. Brown reviewed and requested approval to Change the Date of the Board of Trustees Meeting from November 19 to December 3, 2025. Trustees Stewart and Primrose noted they had conflicts; however, they may be able to attend via Zoom.

Mr. Davis moved, seconded by Ms. Stewart, to approve Chief Operating Officer Item V.A.1.d (a detailed listing is contained in the material submitted by the Office of Chief Operating Officer). Motion carried (Davis, Komando, Primrose, Sapp, Stewart, Zomorodian – Yes).

Approved Chief  
Operating Officer Item  
V.A.1.d

AVP Terry Thomas introduced Ray Sjogren, the new Director of Facilities Business Operations.

AVP Thomas reviewed for information only Change Order #001, Scorpio Corporation, Palatka Campus Site Improvements Project.

Chief Operating  
Officer Item V.A.2.a

AVP Thomas reviewed and requested approval for the Final Pay Application for Work Completed, Scorpio Corporation, Palatka Campus Site Improvements Project.

Ms. Stewart, moved, seconded by Mr. Davis, to approve Chief Operating Officer Item V.A.2.b (a detailed listing is contained in the material submitted by the Office of Chief Operating Officer). Motion carried (Davis, Komando, Primrose, Sapp, Stewart, Zomorodian – Yes).

Approved Chief  
Operating Officer Item  
V.A.2.b

AVP Thomas reviewed and requested approval of the Continuing Services Agreement for Janitorial Services with ABM Industry Groups, LLC. Discussion followed.

Mr. Primrose, moved, seconded by Mr. Davis, to approve Chief Operating Officer Item V.A.2.c (a detailed listing is contained in the material submitted by the Office of Chief Operating Officer). Motion carried (Davis, Komando, Primrose, Sapp, Stewart, Zomorodian – Yes).

Approved Chief  
Operating Officer Item  
V.A.2.c

AVP Chuck Romer reviewed for information only an update on SJR State Open Enrollment.

Chief Operating  
Officer Item V.A.3.a

VP/CFO Randy Peterson reviewed and requested approval of the Contract Between BMS CAT, LLC and St. Johns River State College for Disaster Recovery Services.

Mr. Primrose moved, seconded by Ms. Stewart, to approve VP/Chief Finance Officer Item V.B.1. as submitted (a detailed listing is contained in the material submitted by the Office of VP/Chief Finance Officer). Motion carried (Davis, Komando, Primrose, Sapp, Stewart, Zomorodian – Yes).

Approved VP/Chief  
Finance Officer Item  
V.B.1

Mr. Peterson reviewed and requested approval of the Contract Between Looks Great Services of MS, Inc. and St. Johns River State College for Disaster Debris Removal and Malmanagement Services.

Mr. Davis moved, seconded by Mr. Primrose, to approve VP/Chief Finance Officer Item V.B.2. as submitted (a detailed listing is contained in the material submitted by the Office of VP/Chief Finance Officer). Motion carried (Davis, Komando, Primrose, Sapp, Stewart, Zomorodian – Yes).

Approved VP/Chief  
Finance Officer Item  
V.B.2

Dr. Jordan introduced QEP Co-Director Misel Soto, who gave an update on “The Viking Experience: Core to Career.” He noted that Co-Director Dr. Misty Sutton had an Anatomy Lab to teach and was therefore not available to attend the Board meeting. Discussion followed.

Vice President for  
Academic & Student  
Affairs Item V.C.1

President Pickens informed the Board of a bill that has been filed in the House that would require every public institution of higher learning in Florida to name a roadway in the college after Charlie Kirk. Trustee Stewart noted that the Clay County Board of County Commissioners in their meeting yesterday discussed naming a road after Mr. Kirk. Discussion followed.

President’s Report

Trustee Davis, Chair of the Student Housing DSO Board, noted that the first audit passed amazingly well.

Trustee comments were made.

Trustee Comments

Chairperson Komando adjourned meeting at 3:00 pm

Adjournment

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EXECUTIVE SECRETARY

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CHAIRPERSON