

ST. JOHNS RIVER STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

December 3, 2025

MEMBERS PRESENT:

Mr. Rich Komando, Chairperson
Mr. Wendell Davis
Mr. Jud Sapp
Ms. Chereeze Stewart via Zoom
Mr. Cyrus Zomorodian

MEMBERS ABSENT:

Mr. Nick Primrose, Vice-Chair (excused)

OTHERS PRESENT:

Joe H. Pickens, J.D., Executive Secretary
Charlie Douglas, 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

Dr. Ed Jordan welcomed Athletic Director Ross Jones, who introduced Head Indoor Volleyball Coach Stephanie Champine and Asst. Indoor Volleyball Coach Shaun Dryden. AD Jones presented an update on the Indoor Volleyball Team, which was the Florida College System Activities Association (FCSAA) DII Volleyball Champion. They also participated in the NJCAA DII Volleyball Championship Tournament.

Viking Spotlight

There was no Old Business.

Old Business

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

Consent Agenda Items

a.1 - Minutes of October 15, 2025, Board Meeting

b.1-2 - Chief Operating Officer/Senior Vice President – Dr. Melanie Brown: Personnel Matters and State's Annual Information Security Report (document is exempt from Public Record).

c.1-3- Vice President for Finance/CFO – Randy Peterson: Facilities Usage Report – October and November 2025; Monthly Financial Report – October 2025; and Write-offs of Tangible Personal Property.

d. Academic Affairs 1-6 and Workforce 1-2 - Vice President for Academic & Student Affairs – Dr. Ed Jordan:

Curriculum revisions effective Fall 2026:

Adult Education Department - *Courses to Delete* ABX

0100 ABX Mathematics – 5 Day

Department of Arts and Sciences - *Courses to Delete*

PHI 2630 Contemporary Ethics and PHI 2630 Honors Contemporary Ethics; *Revised Program Honors Program*

Florida School of the Arts - *Courses to Delete* ARH

1006 Visual Ideas, ART 1540C Watercolor I, ART 2164C Mixed Media, DAA 1100 Basic Contemporary Dance, DAA 1101 Intermediate Contemporary Dance, PGY 2107C Large Format Photography, and TPP 1710 Stage Voice I

Department of Teacher Education - *Revised Courses* -

EEX 4221 Assessment of Exceptional Education Students, LAE 4314 Teaching Language Arts, RED 4511 Intermediate Literacy: Reading & Thinking, and RED 4940 Final Reading Practicum; *Courses to Delete* - PEL 2214 Softball III, PEL 2219 Baseball III, and PEL 2324 Volleyball III.

2025-2026 Articulation Agreement Between the District Board of Trustees of St. Johns River State College and Lighthouse Christian School.

2026-2027 Early College Articulation Agreement Between the District Board of Trustees of St. Johns River State College and Clay and Putnam County School Districts.

Curriculum revisions effective Fall 2026: Department of Nursing *Revised Course* NUR 1521C Mental Health Nursing.

New 2025-2026 Continuing Workforce Education Course (Advanced and Specialized) CWL ##### - SHIELD – Frontline Leadership Training.

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

Approved Consent Agenda Items V.a-d

Chairperson Komando called a public hearing for Amendment to SJR Board Rule 2.11 Pre-Qualification of Contractors. There being no comments, he adjourned the public hearing.

Public Hearing

Dr. Melanie Brown reviewed and requested approval of Amendment to SJR Board Rule 2.11 Pre-Qualification of Contractors.

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

Approved Chief
Operating Officer Item
VI.A.1.b

Chairperson Komando called a public hearing for Repeal of SJR Board Rule 4.31 Minority Business Contract Policy. There being no comments, he adjourned the public hearing.

Public Hearing

Dr. Brown reviewed and requested approval to Repeal SJR Board Rule 4.31 Minority Business Contract Policy.

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

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

Chairperson Komando called a public hearing for Amendment to SJR Board Rule 7.23 Transferring Credits to St. Johns River State College. There being no comments, he adjourned the public hearing.

Public Hearing

Dr. Brown reviewed and requested approval of Amendment to SJR Board Rule 7.23 Transferring Credits to St. Johns River State College.

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

Approved Chief
Operating Officer Item
VI.A.1.f

Dr. Brown reviewed for information only the receipt of the approval from the Florida Department of Education to serve as a Charter School Sponsor. Discussion followed. President Pickens informed the Board that he and Dr. Brown met with each of the three (3) school district superintendents prior to submission of the application.

Chief Operating
Officer Item VI.A.1.g

Dr. Brown reviewed for information only the Aspen Institute naming St. Johns River State College as a Top

Chief Operating
Officer Item VI.A.1.h

200 US Community College eligible for the 2027 Aspen Prize. The narrative was submitted yesterday.

AVP Michelle Sjogren reviewed and requested approval of the 2024-25 St. Johns River State College Foundation Audit.

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

Approved Chief
Operating Officer Item
VI.A.2.a

AVP Sjogren reviewed and requested approval of the 2024-25 Internal Revenue Service Return of Organization Exempt from Income Tax Form 990 (Taxable Year Ended March 31, 2025).

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

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

AVP Sjogren reviewed and requested approval of the Renewal of the Designation and Certification of the St. Johns River State College Foundation, Inc., as a Direct Support Organization for the College (DSO Audit Review Checklist).

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

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

AVP Sjogren reviewed for information only the Internal Revenue Service Application for Recognition of Exemption Form 1023.

Chief Operating
Officer Item VI.A.2.d

AVP Sjogren reviewed and requested approval of the Memorandum of Understanding between St. Johns River State College and the St. Johns River State College Foundation.

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

Approved Chief
Operating Officer Item
VI.A.2.e

AVP Sjogren reviewed for information only the Annual Report and presented a Foundation Update. She noted that JoLynn Carter, new Director of the Foundation, has identified in the budget an additional \$80K for scholarships. The Foundation has engaged a new investment firm Northern Trust. The Investment Policy has since been revised. The new Finance Committee Chair is new Foundation Board member Linda Forde.

Chief Operating Officer Item VI.A.2.f

AVP Sjogren informed the Trustees of the trivia event fundraiser that will be held on December 11.

AVP Sjogren discussed the financial statement that was distributed.

AVP Thomas reviewed for information only Change Order #002, Scorpio Corporation, Sewer Piping Repair and Replacement Project, Palatka Campus.

Chief Operating Officer Item VI.A.3.a

AVP Thomas reviewed and requested approval of the Annual Comprehensive Safety Inspection Reports.

Mr. Davis moved, seconded by Mr. Sapp, to approve Chief Operating Officer Item VI.A.3.b (a detailed listing is contained in the material submitted by the Office of Chief Operating Officer). Motion carried (Davis, Komando, Sapp, Stewart, Zomorodian – Yes).

Approved Chief Operating Officer Item VI.A.3.b

AVP Thomas reviewed and requested approval of the Plans & Specifications for the Exterior Painting, Gymnasium, Palatka Campus.

Mr. Davis moved, seconded by Mr. Sapp, to approve Chief Operating Officer Item VI.A.3.c (a detailed listing is contained in the material submitted by the Office of Chief Operating Officer). Motion carried (Davis, Komando, Sapp, Stewart, Zomorodian – Yes).

Approved Chief Operating Officer Item VI.A.3.c

AVP Thomas reviewed and requested approval of the Plans & Specifications for the Renovation and New Construction of Offices, Gymnasium, Palatka Campus.

Mr. Davis moved, seconded by Mr. Sapp, to approve Chief Operating Officer Item VI.A.3.d (a detailed listing is contained in the material submitted by the Office of Chief Operating Officer). Motion carried (Davis, Komando, Sapp, Stewart, Zomorodian – Yes).

Approved Chief Operating Officer Item VI.A.3.d

AVP Thomas reviewed and requested approval for the Final Pay Application for Work Completed, Scorpio

Corporation, Chiller and Cooling Tower Replacement Project, Orange Park Campus.

Mr. Davis moved, seconded by Mr. Zomorodian, to approve Chief Operating Officer Item VI.A.3.e (a detailed listing is contained in the material submitted by the Office of Chief Operating Officer). Motion carried (Davis, Komando, Sapp, Stewart, Zomorodian – Yes).

Approved Chief Operating Officer Item VI.A.3.e

AVP Thomas reviewed and requested approval for the Final Pay Application for Work Completed, Scorpio Corporation, Sewer Piping Repair and Replacement Project, Palatka Campus.

Mr. Davis moved, seconded by Mr. Zomorodian, to approve Chief Operating Officer Item VI.A.3.f (a detailed listing is contained in the material submitted by the Office of Chief Operating Officer). Motion carried (Davis, Komando, Sapp, Stewart, Zomorodian – Yes).

Approved Chief Operating Officer Item VI.A.3.f

VP/CFO Randy Peterson reviewed and requested approval of the College's Continuity of Operations Plan (COOP) (document is exempt from Public Record).

Mr. Zomorodian moved, seconded by Mr. Davis, 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, Sapp, Stewart, Zomorodian – Yes).

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

Mr. Peterson reviewed and requested approval of the College's Facility Usage Fee Schedule (it was noted that this does not include the Thrasher-Horne Center).

Mr. Davis 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, Sapp, Stewart, Zomorodian – Yes).

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

Associate Vice President for Academic Affairs Mike Keller reviewed and requested approval of the Summer 2026 Study Abroad Proposal (May 15-26) – The Republic of Ireland (LIT 2182, ENC 1102 and WOH 1022).

Mr. Davis moved, seconded by Mr. Zomorodian, to approve Vice President for Academic & Student Affairs Item VI.C.1.a as submitted (a detailed listing is contained in the material submitted by the Office of

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

VP/Chief Finance Officer). Motion carried (Davis, Komando, Sapp, Stewart, Zomorodian – Yes).

Assistant Vice President of Workforce and Career Services Dr. Jay Paterson reviewed for information only Workforce Education - Associate in Science Degree Proposals: A.S. Crime Scene Technology/Forensic Science (Fall 2026); A.S. Cardiovascular Technology (Fall 2027); and A.S. Agribusiness Management (Fall 2026).

Vice President for Academic & Student Affairs Item VI.C.2.a.i-iii

President Pickens welcomed Attorney Charlie Douglas.

President's Report

President Pickens informed the group that Trustee Cyrus Zomorodian has been nominated for a potential circuit court judgeship. Mr. Zomorodian stated that he is one of eight finalists and it is extremely competitive.

President Pickens reminded the Board that graduation is on December 18. Clay County Sheriff Michelle Cook will be the guest speaker.

President Pickens noted that the Flo-Arts building is in the midst of renovation.

President Pickens expressed holiday greetings and thanked the Trustees for all their support of the College.

Trustee comments were made.

Trustee Comments

Chairperson Komando adjourned the meeting at 3:00 p.m.

Adjournment