



# St. Johns River State College **STUDENT HOUSING**

St. Johns River State College  
Student Housing  
Management Committee Meeting

Wednesday, February 4, 2026  
10:00 am

Palatka Campus, Executive Conference Room  
or via Zoom

<https://sjrstate.zoom.us/j/81570612510?pwd=XEKr5JPK6IaFgv4MkarE32K28ICDeS.1>

Meeting ID: 815 7061 2510  
Passcode: 872740

## AGENDA

- I. Approval of Minutes of October 29, 2025, Annual Meeting
- II. Summer Usage of Student Housing Facility
- III. Discuss Scheduling Tours of Student Housing Facility
  - A. Florida School of the Arts Open House – Saturday, February 21
  - B. Community Open House – April 14, 4:00-7:00 pm
- IV. Next Year's Rates and Management
- V. Other Business

St. Johns River State College  
Student Housing  
Management Committee Annual Meeting

October 29, 2025  
10:00 am, Palatka Campus,  
Executive Conference Room

Committee Members Attending: President Joe Pickens, Dr. Melanie Brown, Jack Hall, Breck Sloan, Jim Troiano

Other Attending: Brad Sloan

Dr. Melanie Brown called the meeting to order at 10:00 a.m.

I. **Landlord Designate One of Its Representatives to Serve as Chair**

Dr. Melanie Brown designated Jack Hall to serve as Chair.

II. **Tenant Designate One of Its Representatives to Serve as Vice Chair**

Breck Sloan designated Jim Troiano to serve as Vice Chair.

III. **Set Meeting Schedule for FY 2025-2026**

The group discussed the meeting schedule for FY 2025-26. It was agreed to hold three of the four meetings via Zoom. Breck Sloan requested that the one in-person meeting be held in the conference room in the Student Housing building. The group agreed.

It was decided to hold the meetings in late January/early February, mid-to late May, early September, and mid-November.

IV. **Establish a Procedure for Scheduling, Conduct and Documentation of Meetings**

A proposed list of meeting dates will be sent to the committee. Susan Sutliff will provide administrative support including sending calendar appointments for scheduled meetings, noticing the meetings as these are public, preparing the agenda and supporting documentation, and taking minutes. She will keep a master file as well.

V. **Annual Plan and Budget**

Breck Sloan distributed and overviewed the annual plan and budget documents, which were created by Capstone. Discussion followed regarding the occupancy rate and the operational management by Capstone.

Discussion followed regarding summer usage and developing a rate for non-students to utilize the housing, potentially for athletic and Florida School of the Arts summer camps. Other ideas include a parents' weekend, which could be planned and coordinated around athletic games and Florida School of the Arts events. President Pickens noted that he received an inquiry about usage by Babe Ruth teams, which would be 6-12 year-olds, when the summer tournaments are held in Palatka. Breck Sloan noted that they would need chaperones and the proper oversight. He will research insurance requirements. Dr. Brown noted that the cost/pricing structure will be one of the first questions. Breck Sloan stated it would need to be priced competitively. He will ask the Capstone representatives for input.

Two upcoming events are the Florida School of the Arts Open House on Saturday, February 21, 2026, and a community open house on the Palatka Campus on April 14, 2026, from 4:00-7:00 pm. Tours of the Student Housing facility need to be included.

VI. **Other Business**

Breck Sloan discussed the recreational rooms. There are games such as ping pong and pool already in there. He asked if there are any other items that should be added. It was noted that activities are occurring in the Viking Center regularly also.

The meeting was adjourned at 10:40 a.m.