

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

Wednesday, September 9, 2026, 10:00 am
Student Housing Facility Conference Room
or via Zoom

- I. Approval of Minutes of May 6, 2026, Meeting
- II. Follow-up on Summer Usage of Student Housing Facility
- III. Maintenance Update
- IV. Set Meeting Schedule for Calendar Year 2027
The Management Committee shall meet not less often than every calendar quarter during the term of this Amended Lease.
- V. Update from Terri Echols
- VI. Other

Next Meeting: Wednesday, November 18, 2026

St. Johns River State College
Student Housing
Management Committee Meeting
May 6, 2026

ATTENDING: Dr. Melanie Brown, Terri Echols, Jack Hall, Breck Sloan, Jeremy Thompson, Jim Troiano

NOT PRESENT: President Joe Pickens, Brad Sloan

The meeting began at 10:00 a.m.

I. Approval of Minutes from February 4, 2026, Meeting

Chair Jack Hall reviewed and requested approval of the minutes of the February 4, 2026, Meeting.

A motion for approval was moved by Jim Troiano, seconded by Dr. Melanie Brown, and unanimously approved.

II. Follow-up on Summer Usage of Student Housing Facility

Terri Echols gave an update on summer usage. She met with Chuck Romer who informed her that the Babe Ruth tournaments will be held on May 28-31 for baseball and June 4-7 for softball. Eight (8) umpires for each tournament will need a room. Their budget allows for \$50/night for the weekend. Linens will not be provided.

There are sixteen (16) summer housing residents officially. There are late stays for the softball team as they have advanced to championship playoffs. Some of the Flo-Art students are late stays as they are participating in the upcoming show "Alice by Heart" on May 22-24. Since these students will be moving out before June 1, no fees are being incurred. Those who stay in June and July will incur fees.

III. Follow-up on Next Year's Rates and Management

Jim Troiano stated that he met with Mr. Sloan, President Pickens, Dr. Brown, and Ross Jones. They used the information from Capstone to establish the rates for FY 26-27. A scholarship opportunity was also identified.

Ms. Echols noted the rates are \$980/month for single occupancy and \$784/month for double occupancy. Lease dates are August 21, 2026 – May 1, 2027.

The interest form for the scholarship has been posted, along with the expectations, and 18-19 students have expressed interest. There are two (2) pending items - adding the addendum and the outline of how the hours will work. Students will be expected to complete 25 hours, with ten (10) being worked in the libraries tutoring. The Putnam Volunteers site will be used to log the other hours required. The scholarship will be a \$200 reduction.

IV. Maintenance Update

Terri Echols gave a maintenance update. She documents concerns in the weekly report. In regards to the laundry room duct concerns, a dehumidifier has been added. A proposal for ductwork cleaning is forthcoming. The microbial growth concern is being addressed. The nosing of the stairs will be repaired.

V. Increased Number of Security Cameras in the Parking Lot

Increasing the number of security cameras in the parking lot was discussed. Dr. Brown and Jim Troiano noted that this project is in the works.

VI. Tangible Personal Property

On behalf of President Pickens, Susan Sutliff gave an update on tangible personal property. President Pickens met with Putnam County Property Appraiser Clay Davis and subsequently submitted a letter proposing that the tangible personal property is exempt. Breck Sloan noted that the purchase of the furniture has been classified as a gift, and it is owned by the Student Housing Corporation. Ms. Sutliff noted that the tangible personal property forms were filed on time.

VII. Other

Mr. Troiano noted that the Assistant Director of Housing was dismissed last week. Jeremy Thompson stated that the job description has been posted. In addition to the recruitment specialist posting it to the website, it will also be posted on Indeed, etc. The posting is for a Residence Director position with the job responsibilities listed. Experience is required. Mr. Thompson gave an overview of the process once applications are collected. Following an internal screening and a first round interview with the recruitment specialist, feedback will be provided to Mr. Thompson and Ms. Echols for a second interview virtually. The third round interview will be held in person.

Dr. Brown moved to adjourn and Mr. Troiano seconded the motion.

The meeting was adjourned at 10:25 a.m.



MEMORANDUM

TO: Student Housing Management Committee Members – Dr. Melanie Brown,
Jack Hall, Breck Sloan, Jim Troiano, Brad Sloan

FROM: Joe H. Pickens

DATE: September 1, 2026

RE: Student Housing Management Committee Meeting Dates 2027

Below are the proposed Student Housing Management Committee Meeting dates for calendar year 2027.

Date	Time	Location
Wednesday, February 10, 2027	10:00 am	Palatka Campus, Executive Conference Room and via Zoom
Wednesday, May 5, 2027	10:00 am	Palatka Campus, Executive Conference Room and via Zoom
Wednesday, September 8, 2027	10:00 am	Student Housing Facility Conference Room
Wednesday, November 17, 2027	10:00 am	Palatka Campus, Executive Conference Room and via Zoom