

St. Johns River State College Student Housing Corporation
Direct Support Organization Board Meeting

Wednesday, September 16, 2026

12:00 pm

Palatka Campus

Executive Conference Room

AGENDA

- I. Appointment of Board Officers for 2026-2027 (Chair, Vice-Chair, Secretary)
- II. Approval of Minutes from April 15, 2026, Board Meeting
- III. Presentation and Approval of Financial Statements and Independent Auditor's Report FY ended March 31, 2026 by Jeremiah Brown, CPA, Purvis Gray
- IV. Approval of Student Housing Corporation Financial Statements from April to August 2026
- V. Approval of April 1, 2025 – March 31, 2026 Internal Revenue Service Return of Organization Exempt from Income Tax Form 990N
- VI. Information Only: Letter from Internal Revenue Service, Recognition of Tax Exempt Status resulting from Filing Application Form 1023-EZ
- VII. Approval of Direct-Support Organizations (DSO) Audit Review Check List for Student Housing Corporation April 1, 2025 – March 31, 2026
- VIII. Reaffirm St. Johns River State College Student Housing Corporation Memorandum of Understanding
- IX. Other Business

Next Meeting January 20, 2027

ST. JOHNS RIVER STATE COLLEGE
STUDENT HOUSING CORPORATION DIRECT SUPPORT ORGANIZATION
MINUTES
April 15, 2026

MEMBERS PRESENT:

President Joe Pickens
Dr. Melanie Brown

MEMBERS ABSENT:

District Board of Trustees Designee Wendell Davis (excused)

OTHERS PRESENT:

Michelle Sjogren

Student Housing Corporation Board Vice Chair Dr. Melanie Brown called the meeting to order at 1:15 p.m. A quorum was present.

I. Approval of Minutes from January 21, 2026, Board Meeting

Vice Chair Dr. Brown reviewed and requested approval of the minutes from the January 21, 2026, Board Meeting.

A motion for approval was moved by President Joe Pickens, seconded by Dr. Brown, and unanimously approved.

II. Approval of Student Housing Corporation Financial Statements from January to March 2026

Vice Chair Dr. Brown requested approval of the Student Housing Corporation Financial Statements from January to March 2026.

A motion for approval was moved by President Pickens, seconded by Dr. Brown, and unanimously approved.

III. Approval of 2024-25 Internal Revenue Service Return of Organization Exempt from Income Tax Form 990N

Vice Chair Dr. Brown requested approval of the 2024-25 Internal Revenue Service Return of Organization Exempt from Income Tax Form 990N.

A motion for approval was moved by President Pickens, seconded by Dr. Brown, and unanimously approved.

IV. Approval of Meeting Dates for 2026-2027

Vice Chair Dr. Brown requested approval of the proposed meeting dates for 2026-2027.

President Pickens moved, seconded by Dr. Brown, to set the Date, Time, and Place for fiscal year 2026–2027 Student Housing Corporation Direct Support Organization meetings as follows:

- August 26, 2026 – Orange Park Campus, Thrasher-Horne Center, Suite E
- October 28, 2026 - St. Augustine Campus, Viking Center, Room V-112
- January 20, 2027 - St. Augustine Campus, Viking Center, Room V-112
- April 21, 2027 - St. Augustine Campus, Viking Center, Room V-112
- June 16, 2027 - Orange Park Campus, Thrasher-Horne Center, Suites C & D

All meetings will begin at 1:15 pm.

Motion carried (Pickens, Brown – yes).

V. Tangible Personal Property

President Pickens reported on the status of the Tangible Personal Property Tax Return form.

VI. Other Business

There was no other business.

The meeting adjourned at 1:20 pm.

St. Johns River State College
Student Housing Corporation

FINANCIAL STATEMENT

April 1 - 30, 2026

Beginning Balance as of 04/01/26 - \$7,515.75

Deposits & Other Credits - \$0.00

Checks & Other Debits - \$0.00

Ending Balance as of 04/30/26 - \$7,515.75

May 1 - 31, 2026

Beginning Balance as of 05/01/26 - \$7,515.75

Deposits & Other Credits - \$0.00

Checks & Other Debits - \$0.00

Ending Balance as of 05/31/26 - \$7,515.75

June 1 – 30, 2026

Beginning Balance as of 06/01/26 - \$7,515.75

Deposits & Other Credits - \$0.00

Checks & Other Debits - \$0.00

Ending Balance as of 06/30/26 - \$7,515.75

July 1 – 31, 2026

Beginning Balance as of 07/01/26 - \$7,515.75

Deposits & Other Credits - \$0.00

Checks & Other Debits - \$0.00

Ending Balance as of 07/31/26 - \$7,515.75

August 1 – 31, 2026

Beginning Balance as of 08/01/26 - \$7,515.75

Deposits & Other Credits - \$0.00

Checks & Other Debits –

\$43.75 (St. Johns River State College Foundation – reimburse filing fee Sept. 2023)

\$61.25 (reimburse Div. of Corp. Annual Report filing amendment)

\$35.00 (Florida Dept. of State – remove Wendell Davis from Corporation)

Ending Balance as of 08/31/26 - \$7,375.75

DIRECT-SUPPORT ORGANIZATIONS (DSO) AUDIT REVIEW CHECK LIST

DSO NAME: St. Johns River State College Student Housing Corporation

FOR THE YEAR ENDING: April 1, 2025- March 31, 2026

COLLEGE PRESIDENT'S RESPONSE TO DSO AUDIT:

1. In accordance with Section 1004.70(2), Florida Statutes (F.S.), did the chair of the board of trustees appoint a representative to the board of directors and the executive committee of each direct-support organization established under section 1004.70, Florida Statutes?

YES ☒ NO ☐

NAME OF APPOINTEE: Alexandria Hill

2. In accordance with section 1004.70(2), F.S., did the president or the president's designee serve on the board of directors and the executive committee of the college's direct-support organization?

YES ☒ NO ☐

NAME OF APPOINTEE: Joe Pickens

3. In accordance with section 1004.70(4)(c), F.S., did the board of trustees approve all transactions or agreements between one direct support organization and another direct support organization?

YES ☐ NO ☐ N/A ☒

4. In accordance with section 1004.70(4)(e), F.S., did the board of trustees authorize all debt, including lease-purchase agreements, incurred by the direct-support organization?

(Authorization for approval of short-term loans and lease-purchase agreements for a term of not more than five years, including renewals, extensions, and refundings, for goods, materials, equipment, and services may be delegated by the board of trustees to the board of directors of the direct-support organization. Trustees shall evaluate proposals for debt according to guidelines issued by the Division of Florida Colleges. Revenues of the Florida College System institution may not be pledged to debt issued by direct-support organizations.)

YES ☐ NO ☐ N/A ☒

5. In accordance with section 1004.70(5), F.S., did this direct-support organization submit to the board of trustees a copy of its Internal Revenue Service (IRS) Application for Recognition of Exemption form (Form 1023) and its IRS Return of Organization Exempt from Income Tax form (Form 990)?

YES ☒ NO ☐

6. **Did the board of trustees review the following issues and accept the annual audit?**

- A. College support of direct-support organization's operating expenses.
- B. Annual change in the direct-support organization's net assets.
- C. Direct-support organization's ability to cover indebtedness (both current and projected).
- D. Direct-support organization's internal controls.
- E. Direct-support organization's compliance with Florida Statute.

YES ☒ NO ☐

7. **If the direct-support organization expended \$750,000 or more in federal awards during the fiscal year, was an independent federal single audit performed as required pursuant to the Single Audit Act Amendments of 1996 (Section 7502 (a)(1)(A)); OMB Circular A-133 (Part 3, Section M); the Florida Single Audit Act (F.S. 215.97 (2)(a)); or other applicable federal and state law?**

YES ☐ NO ☐ N/A ☒

8. **Did the board of trustees approve for the addition or cancellation of a direct-support organization and notify the Florida College System Budget Office and Division?**

YES ☐ NO ☐ N/A ☒

COLLEGE NAME: St. Johns River State College

PRESIDENT (SIGNATURE) _____
(Print Name) Joe H. Pickens, J.D., President

DATE _____

CHAIR, BOARD OF TRUSTEES (SIGNATURE) _____
(Print Name) Rich Komando, J.D., Chair

DATE _____

Please attach this checklist to the audit and return to:

Director, The Florida College System Budget Office
Florida Department of Education
325 West Gaines Street, Suite #1224
Tallahassee, FL 32399-0400
Collegereporting@fldoe.org

St. Johns River State College Student Housing Corporation
MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is between St. Johns River State College and the St. Johns River State College Student Housing Corporation. The SJR State Student Housing Corporation (henceforth referred to as the “Corporation”) was organized and incorporated on March 2, 2023, as a direct support organization of St. Johns River State College (henceforth referred to as the “College”).

The purpose of the Corporation is to support the activities and educational purposes of the College by leasing certain real property for purposes of residential housing and other services ancillary to residential housing for the benefit of students of St. Johns River State College.

In consideration of the mutual commitments herein contained, the parties agree as follow:

COLLEGE GOVERNANCE

The College’s District Board of Trustees (henceforth referred to as the “Trustees”) is responsible for overseeing the mission, leadership and operations of the College and for setting priorities and long-term plans for the College.

THE STUDENT HOUSING CORPORATION’S RELATIONSHIP TO THE COLLEGE

The Corporation’s Board of Directors (henceforth referred to as the “Board”) is responsible for the control and management of all assets of the Corporation.

The Corporation shall support the activities and educational purposes of the College by providing assistance in connection with the development, acquisition or construction of capital or other projects, including the leasing of real property.

THE COLLEGE’S RELATIONSHIP TO THE STUDENT HOUSING CORPORATION

The President of the College is responsible for communicating the College’s priorities and long-term plans, as approved by the Trustees, to the Corporation.

The College recognizes that the Corporation is a private corporation with the authority to keep all records and data confidential, consistent with the law.

The President of the College shall serve as a member of the Corporation Board, with voting rights.

A representative, appointed by the College District Board of Trustees shall serve as a member of the Corporation Board, with voting rights.

The College shall comply with FS 1013.40(4)(b), “State operating funds; state performance funds; and revenues collected from the tuition, out-of-state fee, activity and service fee, financial aid fee, technology fee, and distance learning fee may not be used for construction, debt service payments, maintenance, or operation of such dormitories.” However, the College, in accordance with FS 1004.70, may provide in-kind services, such as office space, technology and utilities, as it deems appropriate.

STUDENT HOUSING CORPORATION RESPONSIBILITIES

The Corporation shall be authorized to use the property, facilities, and personal services of the College, to receive, hold, invest, or administer assets or property and to make expenditures for the benefit of the College in accordance with Florida law. The Corporation further shall be authorized to issue revenue bonds, certificates of participation, or other forms of indebtedness upon approval of the College's Board of Trustees and in accordance with the applicable laws of the State of Florida, and to enter into agreements to finance, develop, design and construct, lease, lease-purchase, purchase, or operate facilities necessary and desirable to serve the needs and purposes of the College.

Corporation Funding and Administration

The Corporation is responsible for establishing an annual budget.

The Corporation will provide access to data and records to the College for College purposes, as required by law.

To ensure effective achievement of this Memorandum of Understanding, the College and the Corporation officers and Board representatives shall hold periodic meetings to foster and maintain productive relationships and to ensure open and continuing communications and alignment of priorities.

The foregoing is in compliance with Florida Statutes governing State Colleges, their Trustees, Presidents, and direct support organizations including, but not limited to, §1001.64(14), §1001.64(39) and (40), §1001.65, §1004.06, §1004.70 and §1013.40(4)(b).

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed by their duly authorized officers.

By: _____

St. Johns River State College District Board of Trustees Chair, **Rich Komando**

Date: _____

By: _____

St. Johns River State College President, **Joe H. Pickens, J.D.**

Date: _____

By: _____

St. Johns River State College Student Housing Corporation Board Chair, **Wendell Davis**

Date: _____