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| Date: **04.26.23** Board of Trustees Meeting RE: **Board Meeting Minutes**Location: Board Room, Student Administrative Center, 1301 South 48th Street, Quincy, IL 623051. **Call to Order/Appointment of Assistant Secretary**The **04.26.23** Board of Trustees meeting was called to order in the Board room located in the Student Administrative Center, 1301 South 48th Street, Quincy, IL 62305, at 6:00 p.m. by Ms. Diane Ary**,** chair. Ms. Aryappointed Ms. Benz assistant secretary.  2. **Roll Call** Ms. Benz called roll:

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| **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** |
| Ms. Archer |  |  | x |  |
| Ms. Hawley |  |  | x |  |
| Mr. Hess |  |  |  | x |
| Ms. Ary |  |  | x |  |
| Mr. Sprague |  |  | x |  |
| Dr. Greenwell  |  |  |  | x |
| Mr. Fischer |  |  | x |  |
| Mr. Rhea |  |  | x  |  |
| Voice Vote |  |  |  |  |

**Attendees:** Dr. Bryan Renfro,Ms. Leah Benz, Mr. Josh Welker, Ms. Tracy Orne, Dr. Laurel Klinkenberg, Mr. Dave Hetzler, Ms. Barbara Holthaus, Ms. Catharine Miller, Ms. Keyouna West, Ms. Nicole Cooley, Ms. Karley Bogatzke, Ms. Michaelia Goodwin, Ms. Avery Grawe, Mr. Eric Foster, Ms. Kaydence Gregory, Ms. Brenda Graff, Mr. Dan Stupvasky, Ms. Rachel Hansen, and Mr. Steven Soebbing,3. **Pledge of Allegiance; Mission Statement** – Ms. Lauren Archer read the mission statement which states; JWCC enriches lives through learning by providing accessible educational opportunities and services at an exceptional value.4. **Canvass Election Results Resolution**4.1 *Request adoption of a Resolution proclaiming election results for three full-term trustee positions of six years and canvass of those election results*Moved by: Ms. HawleySeconded by: Mr. Sprague**Discussion:** Three vacant Board of Trustee seats were available to fill on the April 4, 2023, election ballot. Three candidates took petitions out to place their name on this ballot. Those candidates, in order on the ballot, were Mr. Larry Fischer, (incumbent) Ms. Angela Greger, and Mr. Robert (Bob) Rhea (incumbent). The vacant trustee seats were for a full six-year term. By adoption of this resolution and canvassing of the election results, the Board of Trustees proclaims the winner of these three seats as Mr. Larry Fischer, Ms. Angela Greger and Mr. Robert (Bob) Rhea. Results were verified by the Adams County Clerk’s office. Mr. Fischer, 7,958 votes; Ms. Angela Greger, 6,910 votes; and Mr. Robert (Bob) Rhea, 6,888 votes.

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| **NAME** | **AYE** | **NAY** | **PRESENT**  | **ABSENT** |
| Ms. Archer | x |  |  |  |
| Ms. Hawley | x |  |  |  |
| Mr. Hess |  |  |  | x |
| Ms. Ary | x |  |  |  |
| Mr. Sprague | x |  |  |  |
| Dr. Greenwell  | x |  |  | x |
| Mr. Fischer | x |  |  |  |
| Mr. Rhea | x  |  |  |  |
| Voice Vote |  |  |  |  |

4. **Recognition and Oath of Office of Trustees**4.2 *Recognition of outgoing trustee/chair – Ms. Diane Ary.* * Mr. Bob Rhea recognized outgoing trustee, Ms. Diane Ary. She served on the Board from April 2015-2023 and as chair of the Board from April 2020-April 2023. Dr. Renfro and Mr. Rhea thanked her for her dedication and years of service and outstanding commitment to the college and students in role as trustee.
* *Oath of Office for Incoming JWCC trustees*

Newly elected trustees to the JWCC Board were administered the “Oath of Office” by Mr. Jim Rapp, legal counsel. Mr. Larry Fischer, Ms. Angela Greger, and Mr. Robert Rhea will each serve a six year-term from 2023-2029.5. **Recognition of Outgoing Student Trustee and New Student Trustee Oath of Office***5.1* *Recognition of outgoing student trustee* – *Ms. Lauren Archer** Ms. Diane Ary recognized outgoing student trustee, Ms. Lauren Archer. Ms. Archer served as student trustee from April 2022-April 2023. The Board extended their congratulations to her on serving as student trustee.
* *Oath of Office for Incoming JWCC Student trustee – Ms. Kaydence Gregory*

Newly selected student trustee was Ms. Kaydence Gregory from Bluffs High School. Mr. Jim Rapp, legal counsell administered her “Oath of Office.” Ms. Gregory’s term runs from April 2022-April 2023.5.2 **Announcement of Student Government Association Officers FY23 – FY24** Selection of new student government officers was held. Mr. Foster, coordinator, shared the names of the new officer team for FY23-FY24 listed below. Each officer provided a brief bio of themselves.* Coordinator of Student Life – Eric Foster
* Keyouna West – Palmyra High School – President
* Nicole Cooley – Pittsfield High School – Vice President
* Avery Grawe- Quincy High School Fellowship
* Michaelia Goodwin – Quincy High School – Secretary
* Karley Bogatzke -Pittsfield High School – PR Secretary
* Kaydence Gregory – Bluffs High School – Student Trustee

Outgoing Student Government president Ms. Catharine Miller was recognized for her outstanding accomplishments and awards during her two years at JWCC. Ms. Miller was named as on of the top semi-finalist in the Jack Kent Cooke scholarship competition, awarded the Guistwhite ($5,00), and named to the All llinois Academic Team. The Board expressed their congratulations to Ms. Miller for her outstanding awards.6. **Organization of the Board Resolution**Ms. Ary asked Mr. James Rapp, legal counsel, to conduct election of officers for 2023-2024.6.1 **Election of Officers for the JWCC Board of Trustees** The below list of positions was up for election**.** Mr. Rapp informed the Board that terms can be held for two years but past practice of the College is to select new officers every year. Nominations can be individually or a slate of names.* Chair
* Vice-Chair
* Secretary

**Motion:** *Request a slate of names for the 2023-2024 officer positions of the JWCC Board of Trustees. Those names being listed below for each position*. * *Mr. Bob Rhea – chair*
* *Mr. Andy Sprague – vice-chair*
* *Ms. Paula Hawley -Secretary*

Moved by: Mr. FischerSeconded by: Ms. Greger**Discussion:** With no further nominations made, the nominations were closed. The vote resulted in Mr. Bob Rhea, chair, Mr. Andy Sprague, vice-chair, and Ms. Paula Hawley, secretary

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| **NAME** | **AYE** | **NAY** | **PRESENT**  | **ABSENT** |
| Ms. Gregory | x |  |  |  |
| Ms. Hawley | x |  |  |  |
| Mr. Hess |  |  |  | x |
| Ms. Greger | x |  |  |  |
| Mr. Sprague | x |  |  |  |
| Dr. Greenwell  |  |  |  | x |
| Mr. Fischer | x |  |  |  |
| Mr. Rhea | x  |  |  |  |
| Voice Vote |  |  |  |  |

6.2 **Selection/appointment of Board of Trustees Sub-Committees**Mr. Bob Rhea, as current chairman, appointments/selects representation to the Board sub-committees. Representation on the Executive Committee from previous years has been the positions of Chair, Vice-Chair, and Past Chair of the Board. Due to Ms. Ary leaving the Board of Trustees, representation was noted for this year to be the position of secretary replacing past chair as a member of the Executive Committee.  The Executive Committee will be Mr. Rhea, chair, Mr. Sprague, vice-chair, and Ms. Hawley, secretary.Mr. Rhea as chair, stated due to the absence of Dr. Greenwell and Mr. Hess, he would table the selection of committee representation on the Finance and Audit Committee and the Curriculum Committee until the May trustee meeting as well as the ICCTA representative and first alternate.**Executive Committee appointment** - Mr. Bob Rhea, Mr. Andy Sprague, and Ms. Paula Hawley.**Finance and Audit Committee appointment –** Selection will be made at the May 17, 2023, meeting**Curriculum Committee** – Selection will be made at the May 17, 2023, meeting6.3 **Selection of ICCTA representative and first alternate** Mr. Bob Rhea selected --------as ICCTA representative and ------- as first alternate.7. **Adoption of a Resolution for Organization of the JWCC Board of Trustees****Motion:** *Request adoption of a resolution providing for the organization of the John Wood Community College Board of Trustee*Moved by: Mr. FischerSeconded by: Ms. Sprague**Discussion:** The adoption of this Resolution verifies the organizational structure for 2023-2024 for John Wood Community College Board of Trustees.

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| **NAME** | **AYE** | **NAY** | **PRESENT**  | **ABSENT** |
| Ms. Gregory | x |  |  |  |
| Ms. Greger | x |  |  |  |
| Mr. Hess |  |  |  | x |
| Mr. Sprague | x |  |  |  |
| Ms. Hawley | x |  |  |  |
| Dr. Greenwell  |  |  |  | x |
| Mr. Fischer | x |  |  |  |
| Mr. Rhea | x  |  |  |  |
| Voice Vote |  |  |  |  |

8. **Introductions** - No additional introductions were made.9. **Special** **Report –** Ms. Barb Holthaus, Advancement director, presented a JWCC Foundation report. The first item presented was history of donations to the Foundation from FY2019 – FY2023. The graph indicated that FY2020 saw an increase with FY2021-FY2023 showing a slight decrease and leveling of funds donated. Ms. Holthaus shared FY24 goals from various categories of funding.Also discussed was grant funds received via the JWCC Foundation. The amount in FY22 was $359,817 compared to FY23 of $328,125 as of the date 04/06.23.The Board heard both Advancement & JWCC Foundation priorities for FY2022-2023. Three-year targets and goals to date were shared.* Solicit unrestricted gifts to increase annual unrestricted contributions
* Implement a WDC campaign to support the expansion project
* Assist with to create the framework for the College’s 50th Anniversary activities an assist with anniversary book project
* Develop a formal grant process adopted by the College
* RSVP reengagement since COVID

Four key initiative committees were developed:* WDC - committee on WDC campaign
* PRM - committee to develop promotional place for the JWCC Foundation and identify platforms
* Corporate Solicitation – create corporate solicitation list and timeline
* Policies – create and review JWCC Foundation policies

Foundation Mission, vision and purpose were shared. The board shared how critical the function of the Foundation will be towards future growth, assisting students with scholarships, and ability to fund-raise. Discussion was held on having correct individuals in place when soliciting funds.10. **Consideration of Items from the Floor –** None11.  **Public and/or Employee Comment** – None 12.  **President and Committee Reports**12.1 **ICCTA/West Central Region Report – *Ms. Paula Hawley, ICCTA representative*, *Mr. Don Hess, alternate –*** Ms. Hawley and Dr. Greenwell recently attended a roundtable discussion in Macomb with the president of WIU and a representative from their instructional department. They heard and discussed how to increase enrollment, dual credit, international and on-line classes. Representation at the table from community colleges stressed the importance of community college and their role in their district on dual credit.12.2 **Board Executive Committee Report** **– *Ms. Diane Ary, Mr. Bob Rhea, Mr. Larry Fischer.*** The Executive Committee met on April 13, 2023, at 8:30 a.m. at the Agricultural Education Center. Ms. Diane Ary, (via phone) Mr. Bob Rhea, Ms. Angela Greger and Mr. Larry Fischer, in-person, trustees; Dr. Bryan Renfro, president; Ms. Leah Benz, note taker. The committee discussed the April agenda which included:* **Consent Agenda items**
* **Grant**
* One grant on April agenda – Authorization to submit a grant application to ICCB for Adult Education in the amount of $230,000
* **Personnel**
* **Vice President of Instruction vacant position** – Administration continues to work on job descriptions for Vice President of Academic and Student Affairs and Chief of Police.
* **Special Report** - The Foundation special report was discussed.

 * **Business Agenda items**
* Request adoption of the 2023-2024 College catalog and Student Handbook
* Request authorization to award Million Construction LTD their proposal for the parking lot concrete improvements in the amount of $109,839.

**Other items discussed included:*** Staff compensation, orientation for the new trustee, enrollment update, tuition report, board retreat, the Decennial Committee on Local Government Efficiency Act, and food service.

12.3 **Board Curriculum Committee Report *Ms. Paula Hawley, Mr. Andy Sprague*** –The Curriculum Committee met on Tuesday, April 17, 2023. Attending virtually via zoom was Ms. Paula Hawley, trustee; Mr. Andy Sprague, trustee; Dr. Laurel Klinkenberg, vice president of instruction; Dr. Bryan Renfro, president; Ms. Kristina Johnson, note taker. * Education courses were discussed as follows:
	+ New Certificate: Infant Toddler Level 2, 19 credit hours —This certificate was initiated by feedback from the Early Childhood Education Advisory Council. The level 2 certificate prepares students for a Teacher’s Aide position.
	+ New Certificate: Infant Toddler Level 3, 37 credit hours – This certificate was initiated by feedback from the Early Childhood Education Advisory Council. The level 3 certificate includes nine general education hours, which once completed, an individual can become an Advanced Teacher’s Aide.
* Psychology course was discussed as follows:
	+ New Course: PSY 240, Criminal Psychology – The development of this course was developed due to interest from students and the public. The course is designed to provide an understanding of criminal and antisocial behavior from a psychological perspective.
* Accounting was discussed as follows:
	+ New Course: ACC 110, Personal Finance – A similar course was offered at JWCC, however, to align with MACC curriculum this course was developed. The content now focuses on “real-world problems”. The Principles of Finance course, which focuses on the fundamental principles of financial management, will continue to be offered.
* Other topics discussed were as follows:
	+ Ensuring the transferability of new courses being developed.

12.4 **Board Finance and Audit Committee Report** – ***Dr. Randy Greenwell, Mr. Don Hess*** –The Finance Committee met on Monday, April 17, 2023, at 2:00 p.m., at the John Wood Community College. Present were Randy Greenwell; trustee, Josh Welker; Dean of Business Services & Institutional Effectiveness, and Bryan Renfro; president, Nora Klingele; director of fiscal services, and Jenny Venvertloh; note taker. The committee reviewed the following: * Bills for Payment – The bills were reviewed and will be recommended for payment.
* Approval of Travel Requests – The committee reviewed the out of district travel forms that have been submitted and recommended them for approval.
* Financials – The financials were reviewed and will be recommended for approval.
* Board Budget – The budget was reviewed.
* Review & Discuss Investments – The investment report was reviewed. Proposals for CD rates will be sent out to obtain new CD’s.
* Other – There was discussion about the audit fee. Mr. Welker will discuss further with the audit firm.

12.5 **Student Trustee Report** – ***New trustees*** – The appreciation BBQ was held. Dr. Renfro and Mr. Foster were acknowledged for preparing the pulled-pork for the event. An estimated 200 people were in attendance. J-Dub day was held on Friday, April 21. Over 200 juniors attend this event. De-stressed activities will be held during finals week. A cardinal game is planned. This is an annual year-end event.Ending the year is the SGA banquet where numerous awards are given out. 12.6 **Administration Report** – ***Dr. Renfro*** – Acknowledgement was given to the band, cheerleaders, and music department on the “fight” song they developed and shared. The Chief of Police position has been separated from the Dean of Operations position. It will be a stand only position moving forward. The notice has been posted. Illinois Community Colleges saw their larges year-to-year enrollment growth in more than a decade. It increased by 7.2%. JWCC saw an increase this spring of 5%. Our year-end will be flat. Final numbers will be calculated and reported on at the May meeting. Staff compensation proposal continues to be finalized.  Board retreat agenda is being drafted. Mr. Fischer asked of a revised organizational chart. Dr. Renfro will prepare is his organizational structure at the retreat. He has also developed several readings for this meeting.13. **Consent Agenda**  **Consent business** 13.1Request approval of 03.15.23 Board regular meeting minutes13.2 Request approval of bills for payment for March **Finance and Audit Committee**13.3 Request approval of monthly financial statements for March **Finance and Audit Committee**13.4 Request approval of trustee and employee travel expenditures for March **Finance &** **Audit** **Committee**13.5 Request approval of a new certificate in Education, new course in Psychology, a course change ~~in Computer Science~~ and a new course in accounting\**Administration asked to strike a course change in Computer Sciences at this time from the motion.***MOTION:**  *Request approval of the consent agenda items with the noted above notation removal in item 13.5*Moved by: Mr. SpragueSeconded by: Ms. Hawley**Discussion:**

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| **NAME** | **AYE** | **NAY** | **PRESENT**  | **ABSENT** |
| Ms. Gregory | x |  |  |  |
| Ms. Greger | x |  |  |  |
| Mr. Hess |  |  |  | x |
| Mr. Sprague | x |  |  |  |
| Ms. Hawley | x |  |  |  |
| Dr. Greenwell  |  |  |  | x |
| Mr. Fischer | x |  |  |  |
| Mr. Rhea | x  |  |  |  |
| Voice Vote |  |  |  |  |

14. **Grant Items** **MOTION:** *Authorization to submit a grant application to ICCB for Adult Education in the amount of RE: $230,000*Moved by: Ms. GregorySeconded by: Mr. Fischer**Discussion:** Adult Education grant will provide instruction and support services that create pathways for adult learners to obtain knowledge and skills necessary for employment and self-sufficiency; attain a high school equivalency credential and transition to postsecondary education and training; and assist English language learners in improving their reading, writing, speaking, and math skills.

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| **NAME** | **AYE** | **NAY** | **PRESENT**  | **ABSENT** |
| Ms. Gregory | x |  |  |  |
| Ms. Greger | x |  |  |  |
| Mr. Hess |  |  |  | x |
| Mr. Sprague | x |  |  |  |
| Ms. Hawley | x |  |  |  |
| Dr. Greenwell  |  |  |  | x |
| Mr. Fischer | x |  |  |  |
| Mr. Rhea | x |  |  |  |
| Voice Vote |  |  |  |  |

15. **Business** 15.1 **MOTION**: *Request adoption of the 2023-2024 College catalog and Student Handbook*Moved by: Mr. SpragueSeconded by: Mr. Fischer**Discussion:** The 2023-2024 John Wood Community College Catalog and Student Handbook serves as the primary informational document for prospective students and others who are interested in obtaining information about programs, services, and activities offered by the College. Because some court cases have ruled that a college catalog is a legally binding document, it is recommended that the Board adopt the John Wood Community College Catalog and Student Handbook for 2023-2024.

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| **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** |
| Ms. Gregory | x |  |  |  |
| Ms. Greger | x |  |  |  |
| Mr. Hess | x |  |  | x |
| Mr. Sprague | x |  |  |  |
| Ms. Hawley | x |  |  |  |
| Dr. Greenwell  |  |  |  | x |
| Mr. Fischer | x |  |  |  |
| Mr. Rhea | x  |  |  |  |
| Voice Vote |  |  |  |  |

15.2 **MOTION***: Request authorization to award Million Construction, LTD their proposal for the parking lot concrete improvements in the amount of $109,839.*Moved by: Mr. SpragueSeconded by: Ms. Greger**Discussion:** JWCC solicited request for proposals from qualified vendors to provide parking lot concrete improvements. The request for proposals was advertised in the Quincy-Herald Whig and on the John Wood Community College website. Two proposals were received. There was also an alternate option to replace the concrete stairs and railings of the A-1 entrance vestibule which was not accepted. It was recommended to accept the proposal for the parking lot concrete in the amount of $109,839.

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| **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** |
| Ms. Gregory | x |  |  |  |
| Ms. Greger | x |  |  |  |
| Mr. Hess |  |  |  | x |
| Mr. Sprague | x |  |  |  |
| Ms. Hawley | x |  |  |  |
| Dr. Greenwell  |  |  |  | x |
| Mr. Fischer | x |  |  |  |
| Mr. Rhea | x  |  |  |  |
| Voice Vote |  |  |  |  |

16. **Discussion Item** 16.1 Calendar of Events – Graduation May 19, 2023 The Board rescheduled the Spring retreat to Tuesday, May 30 beginning at 8:30 13. **Notices and Communications** 14. **Personnel Items** 14.1 **MOTION:** *Authorize to employ new staff and faculty, accept resignations, retirements, terminations, and implement status changes as presented* Moved by: Mr. FischerSeconded by: Ms. Hawley**Discussion:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** |
| Ms. Gregory | x |  |  |  |
| Ms. Greger | x |  |  |  |
| Mr. Hess |  |  |  | x |
| Mr. Sprague | x |  |  |  |
| Ms. Hawley | x |  |  |  |
| Dr. Greenwell  |  |  |  | x |
| Mr. Fischer | x |  |  |  |
| Mr. Rhea | x  |  |  |  |
| Voice Vote |  |  |  |  |

15. **Other Items -** Both Brenda Graff and Steven Soebbing were acknowledged for their recent status change of their title. Brenda Graff’s title is Associate Professor, Mathematics. Steven Soebbing’s title is Associate Professor, Fine Arts/Humanities/Education.16. **Closed Session** 17.1 *A closed session will be necessary to consider the appointment, employment,**discipline, performance, or dismissal of specific employees of the public body and to release closed session minutes and destruction of closed session recordings.*Moved by: Mr. Fischer Seconded by: Mr. Sprague

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** |
| Ms. Gregory | x |  |  |  |
| Ms. Greger | x |  |  |  |
| Mr. Hess |  |  |  | x |
| Mr. Sprague | x |  |  |  |
| Ms. Hawley | x |  |  |  |
| Dr. Greenwell  |  |  |  | x |
| Mr. Fischer | x |  |  |  |
| Mr. Rhea | x |  |  |  |
| Voice Vote |  |  |  |  |

**18. Public Session**18.1**MOTION:** *Resume to Open Session* Moved by: Mr. SpragueSeconded by: Ms. Hawley

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| --- | --- | --- | --- | --- |
| **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** |
| Ms. Gregory | x |  |  |  |
| Ms. Greger | x |  |  |  |
| Mr. Hess |  |  |  | x |
| Mr. Sprague |  x |  |  |  |
| Ms. Hawley | x |  |  |  |
| Dr. Greenwell  |  |  |  | x |
| Mr. Fischer | x |  |  |  |
| Mr. Rhea | x |  |  |  |
| Voice Vote |  |  |  |  |

**MOTION:** *Request approval to release closed session minutes – July 2022- December 2022 and destruction of closed session recordings April 2021 – October 2021*Moved by: Ms. Hawley  Ms. Greger

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** |
| Ms. Gregory | x |  |  |  |
| Ms. Greger | x |  |  |  |
| Mr. Hess |  |  |  | x |
| Mr. Sprague |  x |  |  |  |
| Ms. Hawley | x |  |  |  |
| Dr. Greenwell  |  |  |  | x |
| Mr. Fischer | x |  |  |  |
| Mr. Rhea | x |  |  |  |
| Voice Vote |  |  |  |  |

9. **Adjournment** 19.1 **MOTION:** *Adjourn the April 26, 2023, Board of Trustees regular meeting* Moved by: Ms. HawleySeconded by: Ms. Greger

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **AYE** | **NAY** | **PRESENT** | **ABSENT** |
| Ms. Gregory | x |  |  |  |
| Ms. Greger | x |  |  |  |
| Mr. Hess |  |  |  | x |
| Mr. Sprague | x |  |  |  |
| Ms. Hawley | x |  |  |  |
| Dr. Greenwell  |  |  |  | x |
| Mr. Fischer | x |  |  |  |
| Mr. Rhea | x |  |  |  |
| Voice Vote |  |  |  |  |

20. **Approval:**Approved the **17th day of May 2023**, at a meeting of the Board of Trustees of Community College District No. 539, meeting at the Student Administrative Center, 1301 South 48th Street, Quincy Il 62305 at which \_\_\_\_\_\_\_\_voting members were present, constituting a quorum by a vote of \_\_\_ayes and \_\_\_\_\_\_\_\_nays.**CHAIR:X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SECRETARY:X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |