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| Date: **07.26.23** Board of Trustees Meeting  RE: **Board Meeting Minutes**  Location: Board room, Student Administrative Center, 1301 South 48th Street, Qy, IL 62305  1. **Call to Order/Appointment of Assistant Secretary**  The **07.26.23** Board of Trustees meeting was called to order in the Board room, Student Administrative Center, 1301 South 48th Street, Quincy, IL 62305, at 6:00 p.m. by Mr. Bob Rhea, chair. Mr. Rheaappointed Ms. Benz assistant secretary.    2. **Roll Call**  Ms. Benz called roll:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   **Attendees:** Dr. Bryan Renfro,Ms. Leah Benz, Mr. James Rapp, Mr. Josh Welker, Mr. Dave Hetzler, Ms. Nora Klingele, Ms. Melanie Lechtenberg, Mr. Sam Tedrow, Mr. Mike Tenhouse, Mr. Justin Wood, Ms. Barb Woodyard, and Ms. Tracy Orne.  3. **Pledge of Allegiance; Mission Statement** – Ms. Kaydence Gregory led all in the Pledge of Allegiance and mission statement of the College.  4. **Introductions** - Mr. Justin Wood an alumnus of JWCC was introduce. He is serving on the Ag Advisory Council.  5. **Special** **Report –** J-Dub academy data was presented by Dave Hetzler. This past summer the academy had 481 registered seats in 51 classes for Grades K-12. This was a huge increase in enrollment from previous years. It was noted that fifty-three (53) students received some form of scholarship assistance totaling $5,312.50. These scholarships are made possible through generous community support.  6. **Consideration of Items from the Floor -** None  7.  **Public and/or Employee Comment**  7.1 Public Hearing of the FY24 budget was open.  8.1 **ICCTA/West Central Region Report – *Mr. Andy Sprague, ICCTA representative*, *Dr. Randy Greenwell, alternate*** – None  8.2 **Board Executive Committee Report** **– *Mr. Bob Rhea, Mr. Andy Sprague, Ms. Paula Hawley,*** The Executive Committee met on Thursday, July 20, 2023, in room C252 at 1:30. Attendees were Mr. Bob Rhea, (Via zoom), Mr. Andy Sprague, and Ms. Paul Hawley, (via zoom).  The committee discussed the July Board agenda items.   * **Items were:** * Regular minutes, bills, travel expenditures, and business agenda items * Procedure 509 was discussed. This procedure is in conjunction with policy 509-Benefits. It was to inform the committee of financial implications due to the proposed changes. No changes were to procedure as of this meeting. * A request from the Quincy Children’s Museum to install a “Story Trail”. Currently a MOU is being drafted by the Quincy Children’s Museum’s legal counsel for consideration. * A request from Administration to close the college on the afternoon of October 17 to have an in-house professional development opportunity for staff. Faculty and students are on fall break. * Heard an update on the progress of renovations at the WDC. * Discussed an evaluation tool to use for the president’s evaluation. * Reviewed readings on reaffirmed commitment to access student success.   Other items discussed was the status of the vice president of Academic and Student Affairs position. Applicants are being narrowed down to three.  Cabinet held a leadership team building exercise at their retreat led by Payne Schoen.  Compensation information for staff was shared through in person meetings held by the President for all departments within the college.  Dr. Renfro provided a brief update on the Department of Education grant.  8.3 **Board Curriculum Committee Report** - **Mr. Larry Fischer, Ms. Angela Greger**. The Curriculum Committee did not meet.  8.4 **Board Finance and Audit Committee Report** – ***Dr. Randy Greenwell, Mr. Don Hess*** –The Finance and Audit Committee met on Monday, July 17, 2023, at 2:00 p.m., at John Wood Community College. Present were Dr. Randy Greenwell; trustee, Bryan Renfro; president, Josh Welker; dean of business services & institutional effectiveness, Nora Klingele; director of fiscal services, and Jenny Venvertloh; note taker. Absent: Mr. Don Hess  The committee reviewed the following:   * Bills for Payment – Bills will be recommended for payment. * Out of District Travel Requests – The committee reviewed the out of district travel forms that were submitted and recommended for approval. * Financials – Financials for June will be taken in October. * Board Budget – The budget has been on displayed for public inspection and was recommended the committee request to the Board approval of the FY24 annual budget. * Board items * Board Budget – The annual budget has been on displayed for public inspection and the committee’s recommendation to the Board of Trustees was approval of the FY24 annual budget. * FY2024 ICCB Capital Budget Request RAMP (Resource Allocation Management Plan) Document - Five RAMP documents and matching funds commitment for submission to the Illinois Community College Board was discussed for recommendation. The projects are:  1. Parking Lot Repairs – Main Campus 2. Heat Pump Replacement - Agricultural Education Center 3. Roof Replacement – Learning Center (B Building of Main Campus) 4. Restroom Stall Partition Replacements – Main Campus & Agricultural Education Center 5. Entrance Vestibule – Heath Center (D Building of Main Campus   8.5 **Student Trustee Report** – ***Ms. Kaydence Gregory*** – SGA officers and advisors held their annual retreat at Sprague’s Kinderhook Lodge on July 5 & 6. A thank you was extended to Mr. Andy Sprague for his hospitality. Dr. Renfro visited the event which was welcomed by the students. On August 2, Camp Trail Blazer is scheduled at Camp Sacajawea.  Students met with Jo-Carol Fabianke, Pathways consultant, regarding pathways and how it works when transferring. Four of the six officers attended the session.  Kaydence attended the “Boost Fair” held by Admissions at the Kroc Center. It was estimated 100 were in attendance.  Kaydence shared she has a greater appreciation for Administration in how they assist students by being a student trustee.    8.6 **Administration Report** – ***Dr. Renfro*** – Dr. Renfro shared an update on the progress of the WDC. Windows, doors, and the green panels/siding are being installed. We are waiting on the HVAC units to be installed. It is on target for an October/November ribbon cutting.  Courtyard landscape is finished. Work is beginning on the raised beds between the courtyard and parking lot. IT installed an outdoor sound system.  Business Before Hours is scheduled for August 24th from 7:00-8:30 in the courtyard. Announcement of the Pathways to Promise Scholarship drive will be shared at this event.  The annual newsletter is complete and going to the printer.  50th anniversary events and publication book continue to progress.  The annual Foundation Wine Pull is scheduled for September 21, 2023, from 5:30-8:00 p.m. at the Quincy Country Club.  New program development for Fall 2024 was shared. They are:   * FAME Federation for Advanced Manufacturing Education * Digital Media * Hospitality Management with GREDF and with representative managers in the industry   Quincy Children’s Museum requested to install their stories along the trails at the college.  Pathways coach was on campus July 17 and 18 to meet with Student Services area and the leadership team. Using the principle of the American Association of Community Colleges Guided Pathways model, JWCC employees and consultant are working to step up their support to students during the onboarding, initial application, and enrollment process.  JWCC employees Josh Welker, Brad Hoyt, Tracy Orne, Barb Holthaus and Dr. Renfro will visit Tyler Junior College Foundation to meet with their Executive Director to visit about their foundation which is one of the largest for two-year colleges in the nation. This event is schedule August 30-September1.  9. **Consent Agenda**  **Consent business**  9.1Request approval of 06.21.23. Board regular meeting minutes  9.2 Request approval of bills for payment for June **Finance and Audit Committee**  9.3 Request approval of trustee and employee travel expenditures for June **Finance &** **Audit** **Committee**  **MOTION:**  *Request approval of the consent agenda items*  Moved by: Mr. Sprague  Seconded by: Dr. Greenwell  **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 |  |  |  |  | | Voice Vote |  |  |  |  |   10. **Grant Items No grants for July.**  11. **Business**  11.1 **MOTION**: *Request approval of the Fiscal Year 2024 tentative budget resolution and certificate*  Moved by: Dr. Greenwell  Seconded by: Ms. Hawley  **Discussion:** The FY24 annual budget resolution and certificate were presented for approval. This budget was presented to the Board at the June Board of Trustees meeting and has been on display for public inspection. The public hearing opened at the beginning of the meeting and was closed at this item. The budget is balanced with operating revenue and expenditures of $18,013,268. This is an increase from the fiscal year 2023 budget of $1,600,433.  Operating revenue projections include:   * State funding of $2,412,078 which is a 7% increase from FY2023 and represents 13.4% of total revenues. * Tuition revenue based on 37,500 credit hours which represents an increase of 3,500 credit hours from FY2023 budgeted credit hours. * Local property tax levy of $5,766,572 based on an estimated flat tax rate which represents 32.0% of total revenues. * Corporate Personal Property Replacement Tax revenue of $1,000,000 which represents an   increase of $249,454 over the FY2023 budgeted amount.   * No tuition or universal fee increase. * Operating expenditure projections include: * All contractual obligations including all debt payments. * Items from the College’s Strategic Master Plan. * Faculty and staff salary increases of approximately 4.00% for all Board-approved positions plus additional staff raises according to recommendations from the staff compensation study. * Funding for reorganizational plans from all service areas as recommended by the President.  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   11.2 **MOTION**: *Request approval to pay the 1st installment of ICCTA dues RE: $3,927.00*  Moved by: Ms. Greger  Seconded by: Dr. Greenwell  **Discussion:** Notification of a renewal invoice requesting John Wood Community College for a 1st installment payment to the Illinois Community College Trustees Association for FY24 dues was presented. The amount was $3,927.00.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   11.3 **MOTION**: *Request appointment of Treasurer and Assistant Treasurer for the College*  Moved by: Mr. Fischer  Seconded by: Mr. Sprague    **Discussion:** Board Policy 601 - Treasurer, Assistant Treasurer which was shared states the Board of Trustees shall appoint a Treasurer and Assistant Treasurer for the District to serve at the request of the Board. The Treasurer and Assistant Treasurer appointed shall not be a member of the Board. The Treasurer before entering upon the Treasurer’s duties shall execute a bond as required by the Illinois Public Community College Act. (110 ILCS 805/3-19). The Treasurer shall receive the taxes of the district  and shall be custodian of and be responsible for the investment of available College funds and the Assistant Treasurer will be back up to the Treasurer. Ms. Nora Klingele was recommended as Assistant Treasurer for the College. Mr. Josh Welker is the Treasurer.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   11.4 **MOTION**: *Request authorization to revise Board Policy 419- Student Grievance*  Moved by: Dr. Greenwell  Seconded by: Ms. Hawley  **Discussion:** The proposed revisions of the policy reflect the office of primary responsibility be changed to the Vice President of Academics and Student Affairs rather than the Dean of Students.  An additional procedure was added which allows the separation of academic and student grievances into each respective area.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   11.5 **MOTION**: *Request authorization to revise Board Policy 420 - Student Education Records*  Moved by: Mr. Sprague  Seconded by: Ms. Greger  **Discussion:** This policy was revised so that it addresses the use of preferred names within academic records throughout campus.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   11.6 **MOTION**: *Request approval of five RAMP documents and the matching funds commitment for submission to the Illinois Community College Board*  Moved by: Dr. Greenwell  Seconded by: Mr. Sprague  **Discussion:** Five RAMP (Resource Allocation and Management Plan) documents regarding an Illinois  Community College Board Capital Budget Request for FY2024. These projects are identified below:  1. Parking Lot Repairs – Main Campus ($700,000 total cost; $175,000 local match)  2. Heat Pump Replacement - Agricultural Education Center ($131,000 total cost; $32,750 local  match)  3. Roof Replacement – Learning Center (B Building of Main Campus) ($525,000 total cost;  $131,250 local match)  4. Restroom Stall Partition Replacements – Main Campus and Agricultural Education Center  ($135,000 total cost; $33,750 local match)  5. Entrance Vestibule – Heath Center (D Building of Main Campus) ($79,500 total cost; $19,875  local match)  These requests will involve a matching funds commitment by the Board of Trustees. Upon approval the documents will be submitted to the ICCB for consideration in the FY24 capital budget.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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 |  |  |  |  |   12. **Discussion Item**  **12.1 Calendar of Events -** TheAugust 19, 2023, inauguration of Dr. Renfro will be postponed to a later date to be announced.  Fall Board Retreat date is October 9 from 8:30 -1:30. Location TBD. Dual credit information/and or speaker were discussed.  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: Ms. Greger  Seconded by: Mr. Fischer  **Discussion:** Brief discussion was held on recent resignations and the reason behind the departures. HR is tracking to this data for help with retention.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **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**  **16. Closed Session - No closed session was necessary.**  A closed session will be necessary to consider the appointment, employment, discipline, performance, or dismissal of specific employees of the public body.  17. **Resume Open Session**  18. **Adjournment**    18.1 **MOTION:** *Adjourn the July 26, 2023, Board of Trustees regular meeting.*    Moved by: Dr. Greenwell  Seconded 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 | x |  |  |  |   19. **Approval:**  Approved the **20th day of September 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |