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| Date: **11.15.23** Board of Trustees Meeting RE: **Board Meeting Minutes**Location: Board Room, Student Administrative Center, 1301 S. 48th Street Quincy Illinois 623051. **Call to Order/Appointment of Assistant Secretary**The **11.15.23** Board of Trustees meeting was called to order in the Board Room, Student Administrative Center, at 6:00 p.m. by Mr. Bob Rhea, chair. Mr. Rheaappointed Ms. Benz assistant secretary.  2. **Roll Call** Ms. Benz called roll:

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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 |  |  |  |  |

**Attendees:** Dr. Bryan Renfro,Ms. Leah Benz, Mr. James Rapp, Mr. Josh Welker, Mr. Dave Hetzler, Ms. Kelly Larson, Ms. Nora Klingele, Ms. Julie Quinn, Mr. Luke Merritt, Dr. Chris Kaelke, Ms. Madelyn Haley, Mr. Mike Sorenson, and Ms. Tracy Orne.3. **Pledge of Allegiance; Mission Statement** – Mr. Sprague led the Pledge of Allegiance and Ms. Gregory leading the Mission Statement.**Business Item 11.1 was moved to act on at this time to accommodate the auditor.**Joining the meeting by Zoom was Mr. Josh Faivre, representative from Wipfli LLP. Mr. Faivre is senior manager with Wipfli and shared the audit results with the Board of Trustees. This audit is for the years ended June 30, 2023, and 2022. Wipfli provided 5 opinions in their audit, all of which were clean, unmodified opinions.  There were no significant audit findings.  There was a recommendation regarding uncollateralized funds at one bank.  11.1 **MOTION**: *Request acceptance of the audit report and file as presented.*Moved by: Dr. GreenwellSeconded by: Mr. Fischer**Discussion:**  The firm of WIPFLi, LLP has completed its audit of the financial records of John Wood Community College for fiscal year 2023. The Financial Committee reviewed in information.

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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 |  |  |  |  |

4. **Introductions** New Employees introduced were: * Julie Quinn, Coordinator, College for Life

5. **Special** **Report –** Mr.Josh Brueck, Director of Information Technology and Mr. Matt Rolando, Assistant Director Information Technology Server Administrator, presented reported on security of JWCC information technology services to the Board of Trustees. The IT department conducts several audits within the department for security. They due year-round internal checking, a financial security audit, a cyber-security insurance audit and they hire a third-party to perform a penetration test on the system.The third-party penetration test does both external and internal testing on the website, the firewall the wireless system, servers, desktop computers, and printers, for vulnerability. The stages incorporated are planning, scanning and discovery, exploitation, risk analysis, and final stage is the generation of a report. The risk ratings include critical, high, medium, low and informational. The company from their report offer suggestions for any remediation.The Board heard the security practices for daily use and enhancements from Ellucian Banner products being put in place for the future.6. **Consideration of Items from the Floor -** None7.  **Public and/or Employee Comment** - None8.1 **ICCTA/West Central Region Report – *Mr. Andy Sprague, ICCTA representative*, *Mr. Andrew Sprague, Ms. Paul Hawley.***8.2 **Board Executive Committee Report** **– *Mr. Bob Rhea, Mr. Andy Sprague, Ms. Paula Hawley***The Executive Committee met on Wednesday, October 8, 2023, in room C252 at 10:30. Attendees were Mr. Andy Sprague, and Ms. Paul Hawley, (phone). Dr. Bryan Renfro, president, and Ms. Leah Benz notetaker. Mr. Rhea was absent.The committee discussed the November Board agenda items which included regular meeting minutes, retreat meeting minutes, bills, travel expenditures, a curriculum item and business agenda items. Five grants were presented for review.The committee heard an update on the recent employee professional development event, a proposal to start a President’s List in addition to a Dean’s List. A student would have to achieve a 4.0 to be included on the President’s List. Other items discussed included a Workforce Development Center update, the restarting of a hospitality management program, the development of a University Transfer Center, notification of JWCC being eligible to apply for the 2025 Aspen Prize for Community College Excellence and the holiday events planned in December.The college administration and Board chair met with officials from the city of Quincy on a investment in the development of a TIF district. The proposed boundaries are North-Jersey Street, East-South 11th Street, South – Ohio Street, and West – South 6th Street.  8.3 **Board Curriculum Committee Report** - **Mr. Larry Fischer, Ms. Angela Greger**. The Curriculum Committee met on Wednesday, November 8, 2023, at 11:00 at John Wood Community College. Attendees were Mr. Larry Fischer, trustee; Dr. Shelley Barkley, Vice President of Academic & Student Affairs, Ms. Angela Greger, trustee (via zoom) Dr. Bryan Renfro, President, and Ms. Kristina Johnson notetaker. The committee discussed the recommendation for a name change in the Office Technology program. For consistency between the medical office degree and medical office certificate the course change will require input from the Office Technology advisory committee before submitting to the curriculum committee and was brought forth at this time.Another item on the agenda was the reactivation of the HOS 500 Hospitality Management AAS degree. The hotel and restaurant industry recognized the need for this field of study. The degree is now, Hospitality and Culinary Management, combining lodging and restaurant management into one degree, offered at 64 credit hours. An outside consultant is currently assisting with organizing the curriculum.Catalog changes for the departments of Education, Computer Science, and Manufacturing were reviewed as well. 8.4 **Board Finance and Audit Committee Report** – ***Dr. Randy Greenwell, Mr. Don Hess*** –The Finance and Audit Committee met on Wednesday, November 8, 2023, at 2:00 p.m., at John Wood Community College. Present were Dr. Bryan Renfro; president, Josh Welker; dean of Business Services & Institutional Effectiveness, Nora Klingele; Director of Fiscal Services, and Jenny Venvertloh; note taker. Present: Dr. Randy Greenwell, trustee. Madelyn Haley; manager of accounting services, and Josh Faivre auditor with WIPFLi via ZoomBills for payment, out of district travel requests, financials, board budget, and investments were reviewed and discussed. Items being presented to the November Board meeting were shared. They included the tax levy, audit, and Protection, Health, Safety projects. Bids were sent out for a piping trainer, hydraulics trainer, pneumatic trainer, and a single pump system trainer for the industrial maintenance program. Other items included an agreement with Two Rivers Regional Council of Public Officers at the Mt. Sterling Center and an acceptance of a bid from Watts Copy System for a 60-month lease for copier service.8.5 **Student Trustee Report** – ***Ms. Kaydence Gregory*** – The Haunted Trails event was cancelled this year due to weather conditions. Students did participate in the “Trunk or Treat” event which saw a large attendance.Kaydence was honored to speak on behalf of the students at the inauguration of Dr. Renfro on November 3. Planning for a karaoke event and destress activities for upcoming finals.On December 8 students are hosting a Winter Wonderland with Santa at the main campus.8.6 **Administration Report** – ***Dr. Renfro*** – Dr. Renfro thanked both Mr. Brueck and Mr. Rolando for their presentation on Cybersecurity and IT updates. Next month Curtis Kelty will present on security on campus. Acknowledgement was given to all contributed to a very successful inauguration ceremony on November 3.The College was notified we are eligible to apply for the 2025 Aspen Prize for Community College Excellence. We are one of 150 community colleges nationally that has been invited to apply for the 2025 Aspen Prize. This $1 million Aspen Prize for Community College Excellence is awarded every two years. A team has been formed to submit an application to be considered for the next round of eligibility. JWCC is working with a company to administer the Trellis survey which gathers data on the financial wellness of our students. The results from this survey were shared. We had 23.4% of students participate. The Trellis organizations stated these results were the best they have experienced. Thanks was sent out to all faculty and staff who assisted in promoting this survey for data on financial wellness. The college will receive the results in March. There was no cost to institution.A survey was sent out to all employees who attended the professional development event. The comments reflected positive feedback on the event and breakout sessions incorporated. Another event is scheduled for spring which will allow faculty to attend.9. **Consent Agenda**  **Consent business** 9.1Request approval of 10.18.23 Board regular meeting minutes and 10.09.23 Board retreat meeting minutes9.2 Request approval of bills for payment for October **Finance and Audit Committee**9.3 Request approval of monthly financial statements for October **Finance and Audit Committee**9.4 Request approval of trustee and employee travel expenditures for October **Finance &** **Audit** **Committee**9.5 Request approval of a degree change in hospitality management.**MOTION:**  *Request approval of the consent agenda items* 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 |  |  |  |  |

10 **Grant Items All grants were approved under one motion.**10.1 *Request authorization to submit a grant application to ICCB for FY24 Adult Ed Bridge & Integrated Career and Academic Preparation Systems Program (ICAP) Requested Amount $207,484*Moved by: Dr. GreenwellSeconded by: Ms. Greger**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 |  |  |  |  |

10.2 *Request authorization to accept funding from Illinois Green Economy Network (IGEN) in the amount of $5,000 for the IGEN FY24 Membership project.*10.3 *Request authorization to accept funding from Illinois Green Economy Network (IGEN) in the amount of $82,439 for the IGEN FY24 Parking Lot LED Upgrade Project.*10.4 *Request authorization to submit a grant application to United Way of Adams County Requested Amount: $5,000.*10.5 *Request authorization to submit a grant application to AmeriCorps Senior Corporation for National and community Service (CNCS) for $153,690*11. **Business** 11.1 **MOTION**: *Request the audit report and file as presented.* **Moved 11.1 to the start of the meeting.**Moved by: Seconded by: 11.2 **MOTION**: *Request adoption of a resolution and certificate regarding the Truth in Taxation Law (Hearing not required)*Moved by: Dr. GreenwellSeconded by: Mr. Sprague**Discussion:** John Wood Community College is required to have the Board of Trustees adopt a resolution and certificate to the passing of a tax levy. John Wood Community College does not intend to increase the tax levy more than 105% of last year’s levy, so a hearing is not required as part of the Truth in Taxation Act requirement. The proposed aggregate levy for the JWCC District is $7,833,097 which represents the amount of collectible property tax we intend to levy on the district. The taxable rate for the tax year 2023 is anticipated to be $0.35460 per $100 of equalized assessed valuation.

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| 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 approval of the regular meeting dates of John Wood Community College Board of Trustees for 2024* Moved by: Ms. HawleySeconded by: Ms. Greger**Discussion:** The Board of Trustees regular meetings are normally held the third Wednesday of every month **at 6:00** **p.m**. at John Wood Community College, 1301 South 48th Street, Quincy IL. The dates recommended for approval for the regular meetings of the John Wood Community College Board of Trustees for calendar year 2024 was presented for approval.

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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 |  |  |  |  |

11.4 **MOTION**: *Request approval of a Resolution and Certificate to levy a tax for Protection, Health, and Safety projects for a total of $125,000*  Moved by: Dr. GreenwellSeconded by: Mr. Sprague**Discussion:** A certificate and resolution to levy a tax for Protection, Health, and Safety (PHS) projects totaling $125,000 was presented. These projects have been certified by a licensed professional Architecture and Engineering firm and if approved would be completed in FY2025. The projects to be funded through the PHS levy include the following:* Agricultural Education Center Heat Pump Replacement
* Main Campus Vestibule Stairs and Handrail Replacement

Section 3-20.3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution, to levy a tax upon the assessed valuation of its district to pay for certain repairs or alteration projects. It is recommended that the Board of Trustees approve the attached resolution.

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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 |  |  |  |  |

11.5 **MOTION**: *Request authorization to enter into a one (1) year lease agreement with Two Rivers Regional Council of Public Officials for space at the Mt. Sterling Education Center* Moved by: Mr. SpragueSeconded by: Dr. Greenwell**Discussion:** Two Rivers Regional Council of Public Officers (TRRCOPO) has requested a lease agreement at the Mt. Sterling Education Center. It is recommended that the Board of Trustees authorize to enter into a one (1) year lease agreement with TRRCOPO.

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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 |  |  |  |  |

11. 6 **MOTION**: *Request acceptance of a bid in the amount of $27,989.28 and award the Advanced Technologies Consultants vendor to provide piping trainer for the industrial maintenance program* Moved by: Ms. HawleySeconded by: Dr. Greenwell**Discussion:** JWCC solicited bids from qualified vendors to provide a piping trainer for the industrial maintenance program. The bid was advertised in the Quincy-Herald Whig and on the John Wood Community College website. One bid was received.**Vendor Total Cost** Advanced Technologies Consultants $27,989.28110 West Main St.

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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 |  |  |  |  |

11. 7 **MOTION**: *Request acceptance of a bid in the amount of $11,509.68 and award to Advanced Technologies Consultants vendor to provide a pneumatics trainer for the industrial maintenance program* Moved by: Mr. SpragueSeconded by: Ms. Greger**Discussion:** JWCC solicited bids from qualified vendors to provide a pneumatics trainer for the industrial maintenance program. The bid was advertised in the Quincy-Herald Whig and on the John Wood Community College website. One bid was received.**Vendor Total Cost** Advanced Technologies Consultants $11,509.68110 West Main St.Northville, MI  48167

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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 |  |  |  |  |

11. 8 **MOTION**: *Request acceptance of a bid in the amount of $21,580.64 and award to Advanced Technologies Consultants vendor to provide a single pump systematic trainer for the industrial maintenance program*Moved by: Dr. GreenwellSeconded by: Ms. Hawley**Discussion:** JWCC solicited bids from qualified vendors to provide a single pump systematic trainer for the industrial maintenance program. The bid was advertised in the Quincy-Herald Whig and on the John Wood Community College website. One bid was received.**Vendor Total Cost** Advanced Technologies Consultants $21,580.64110 West Main St.Northville, MI  48167

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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 |  |  |  |  |

11. 9 **MOTION**: *Request acceptance of a bid in the amount of $37,128.39 and award Advanced Technologies Consultants vendor to provide a hydraulics trainer for the industrial maintenance program*Moved by: Mr. SpragueSeconded by: Dr. Greenwell**Discussion:** JWCC solicited bids from qualified vendors to provide a hydraulics trainer for the industrial maintenance program. The bid was advertised in the Quincy-Herald Whig and on the John Wood Community College website. One bid was received.**Vendor Total Cost** Advanced Technologies Consultants $37,128.39110 West Main St.Northville, MI  48167

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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 |  |  |  |  |

11.10 **MOTION**: *Request acceptance of a bid in the amount of $3,803.94 per month and award Watts Copy System a 60-month lease to provide copier service* .Moved by: Dr. GreenwellSeconded by: Ms. Greger**Discussion:** JWCC solicited request for proposals from qualified vendors to provide a lease for copiers. The proposal was advertised in the Quincy-Herald Whig and on the John Wood Community College website. Two proposals were received. The recommendation was:Watts Copy Systems, Inc. 36-month lease $5,071.672901 Broadway 60-month lease $3,803.94Quincy, IL 62305Brand: SharpeThe Board of Trustees accepted the proposal and award to Watts Copy System for the 60-month lease in the amount of $3,803.94 per month.

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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 |  |  |  |  |

12. **Discussion Item** **12.1 Calendar of Events** Holiday events were noted on the calendar.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. Fischer Seconded by: Dr. Greenwell**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 |  |  |  |  |

15. **Other Items** **16. Closed Session -** A closed session will be necessary to consider the appointment, employment, discipline, performance, or dismissal of specific employees of the public body and to review closed session minutes and authorize destruction of closed recordings per state statue according to the Open Meetings Act by audio recording.Moved by: Mr. SpragueSeconded by: Ms. Greger**Discussion:**

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

17. **Resume Open Session****Motion:** *Authorize the release of closed session minutes of January 2023 - June 2023 with noted redactions and the destruction of the audio - recordings of closed sessions as follows: February 15, 2023, March 15, 2023, April 26, 2023, and June 21, 2023. No closed session for January of 2023 or May of 2023. Closed session recordings were November 2021-March 2022.*Moved by: Mr. FischerSeconded by: Mr. Sprague**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 |  |  |  |  |

18. **Adjournment** 18.1 **MOTION:** *Adjourn the November 15, 2023, Board of Trustees regular meeting.* Moved by: Mr. Rhea adjourned the meetingSeconded by:

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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 | x |  |  |  |

19. **Approval:**Approved the **13th day of December 2023**, at a meeting of the Board of Trustees of Community College District No. 539, meeting at the Workforce Development Center, 2710 N 42nd Street, Quincy Illinois 62305 at which \_\_\_\_\_\_\_\_voting members were present, constituting a quorum by a vote of \_\_\_ayes and \_\_\_\_\_\_\_\_nays.**CHAIR:X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SECRETARY:X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |