

## FACULTY SENATE MINUTES

**September 3, 2019**

| <b>Member</b>       | <b>Representation</b>         | <b>Term</b> | <b>Present (P)<br/>Absent (A)<br/>Teleconference (T)<br/>Videoconference (V)<br/>Zoom (Z)</b> |
|---------------------|-------------------------------|-------------|---|
| Nicole DeRose       | Acting President              | 2018-2020   | P   |
| Rose Ann Osmanian   | Vice-President                | 2019-2020   | P   |
| Mark Gutierrez      | Secretary/Treasurer           | 2019-2020   | P   |
| Angela Burk-Herrick | Curriculum Chair              | 2019-2021   | P   |
| Dionne Henderson    | Business & Applied Technology | 2019-2021   | P   |
| David Karp          | Business & Applied Technology | 2018-2020   | P   |
| Daniel Bentum       | Chino/Fontana                 | 2018-2020   | <i>T</i>  |
| Manar Hijaz         | Chino/Fontana                 | 2019-2021   | <i>Z</i>  |
| Rachel Arciniega    | Health Sciences               | 2018-2020   | A   |
| Jayne Clark         | Health Sciences               | 2019-2021   | T   |
| Mary Jane Ross      | Instructional Support         | 2019-2021   | (sabbatical)  |
| Charmaine Phipps    | Language Arts                 | 2018-2020   | P   |
| Steve Shelton       | Language Arts                 | 2019-2021   | P   |
| Nicole DeRose       | Mathematics & Science         | 2019-2021   | P   |
| Dan Kern            | Social & Behavioral Sciences  | 2018-2020   | P   |
| Angela Sadowski     | Social & Behavioral Sciences  | 2019-2021   | P   |
| Jean Oh             | Student Services              | 2019-2021   | A   |

|                           |  |                  |          |
|---------------------------|--|------------------|----------|
| Jackie Boboye             | Student Services                         | 2018-2020        | P        |
| Kelly Ford Kaminski       | Visual & Performing Arts                 | 2018-2020        | P        |
| Pat Aranda                | Visual & Performing Arts                 | 2019-2021        | P        |
| Doug Duno                 | Senator-At-Large                         | 2017-2020        | P        |
| Garrett Kenehan           | Senator-At-Large                         | 2018-2021        | P        |
| Robin Witt                | Senator-At-Large                         | 2019-2022        | P        |
| Gail Keith-Gibson         | Adjunct Senator-At-Large                 | 2019-2021        | T        |
| Luke Gunderson            | Adjunct Senator-At-Large                 | 2018-2020        | P        |
| <b><i>Alternates</i></b>  |  |                  |          |
| <i>Tracy Kocher</i>       | <i>Business &amp; Applied Technology</i> | <i>2019-2021</i> | <i>P</i> |
| <i>Robert "Ian" Jones</i> | <i>Chino/Fontana</i>                     | <i>2019-2021</i> | <i>A</i> |
| <i>Shelly Eckvahl</i>     | <i>Health Sciences</i>                   | <i>2019-2021</i> | <i>A</i> |
| <i>Shelley Marcus</i>     | <i>Instructional Support</i>             | <i>2019-2021</i> | <i>T</i> |
| <i>Jonathan Ausubel</i>   | <i>Language Arts</i>                     | <i>2018-2020</i> | <i>A</i> |
| <i>Diana Cosand</i>       | <i>Mathematics &amp; Science</i>         | <i>2019-2021</i> | <i>P</i> |
| <i>Sergio Gomez</i>       | <i>Social &amp; Behavioral Sciences</i>  | <i>2018-2020</i> | <i>A</i> |
| <i>Donna Colondres</i>    | <i>Student Services</i>                  | <i>2019-2021</i> | <i>A</i> |
| <i>Stan Hunter</i>        | <i>Visual &amp; Performing Arts</i>      | <i>2019-2021</i> | <i>A</i> |
| <i>Hsing "Angel" Ho</i>   | <i>Adjunct Alternate Senator</i>         | <i>2019-2021</i> | <i>Z</i> |

**Guests:**

Tariq Azim, Region IX Legislative Affairs Director, Student Senate for California Community Colleges

Tamara Jenkins, Spanish, LA

Tara Johnson, Business, BAT

Erik Kolb, Biology, M&S

Lissa Napoli, Administrative Assistant, Faculty Senate

## 1. P.E (12:30 P.M.)

## 2. CALL TO ORDER (12:38 P.M.)

### 2.1 Remote Attendee Identification

## 3. PUBLIC COMMENT (Reserved for Guests only and limited to two minutes.)

- Tariq Azim, Chaffey College student also the Region 9 Legislative Affairs Director, Student Senate for California Community Colleges introduced himself to Senate. Tariq shared that his presence is to help support and recognize student governance in the state of California. The three branches are legislative, policy and advocacy. Tariq shared that once a month delegates from each college in the region meet at any of the serving colleges. His goal is to get more students involved in shared governance so that more student voices can be heard.

## 4. APPROVAL OF AGENDA

### 4.1 September 3, 2019

- **Motion for Approval** - Senator Witt moved to approve the Agenda. Senator Boboye seconded the motion. The motion was approved. 9.3.19, 20/0.

## 5. APPROVAL OF MINUTES

### 5.1 August 27, 2019

- **Motion for Approval** - Senator Witt moved to approve the Minutes as amended. Senator Sadowski seconded the motion. The motion was approved. 9.3.19, 20/0.

## 6. CONSENT AGENDA -None.

## 7. GUEST(S)/PRESENTATION(S) - None.

## 8. REPORTS

### 8.1 President

#### 8.1.1 Presidential Perspectives

Senator Duno asked whether Senators-at-Large should speak to all faculty.

Senator Kern asked to clarify what is meant for quorum.

Senator Osmanian appreciates the norm setting for presidency perspectives.

- Acting President DeRose shared with Senate appreciation to Senator-At-Large, Robin Witt, for her service as Acting President from June 27 through August 27, 2019. DeRose also thanked the Faculty Senate for

the opportunity to serve as Acting President.

Acting President DeRose shared that her time as Secretary/Treasurer for three years has allowed her the opportunity to make observations regarding Faculty Senate operations and procedures while providing her with insight to support Faculty Senate and to change the flow of the Faculty Senate.

Acting President DeRose's goal is to set a different leadership model for Faculty Senate and to change the flow of Senate meetings and operations. To execute this model, her plan is to:

1. Represent the will of the Faculty Senate at all interactions with other members of the College and will seek to maintain collegial interactions at all times.
2. Behave as an impartial President. To do this, as Acting President she will not make motions nor will she vote unless it is to break a tie/to meet quorum for a motion to pass/fail.
3. Request all Senators to begin expansion of communications with their constituencies. Seek their input regarding potential issues, concerns, offer to answer questions regarding the agendas or minutes, offer updates regarding Faculty Senate operations, to improve communication with constituencies, and to bring forth to Faculty Senate issues or concerns from the constituencies.
4. Faculty from the electorate that bring issues directly to the Faculty Senate President rather than through Senators will be listened to, yet she may direct them to bring the issue to their Senators to bring forward to the Faculty Senate. This is intended to minimize the number of faculty driven issues that she would present to the Faculty Senate as Acting President.
5. Plan in advance to better participate in ASCCC functions, to organize subcommittees, and to streamline Faculty Senate operations.
6. Clarify Faculty Senate operations. First: voting. Faculty Senate should clarify if a majority is needed for a motion to pass/fail or if a quorum is required. This will be an agenda item for the next meeting.
7. Seek delegates to attend meetings or functions that she is unable to attend due to conflicts.
8. When approaching an agenda item, she will call for a motion from the floor, then repeat the motion to be recorded by the Secretary/Treasurer before calling for a second. If a motion has been seconded, she will open the floor for discussion. If the discussion appears to be shifted toward one side, she will announce that and call for a vote. This practice will attempt to expedite Faculty Senate meetings while still allowing for discussion. She may also make points of clarification or to provide additional information as necessary during discussion.
9. The Curriculum Chair will not make motions or vote. Curriculum Chair Burk- Herrick and Acting President DeRose are in agreement on this. The Curriculum Chair is appointed to Faculty Senate rather than being elected into Faculty Senate.

8.1.2 KNA needs representatives for the following: Faculty Senate (2 senators and 1 alternate); DE, 16-Week Calendar and Measure P.

- The Vice President will conduct elections for two senators with alternating terms and an alternate as well as seek a KNA representatives for 16 Week Calendar Committee. KNA has a Measure P workgroup representative, Annette Henry.
- Measure P Workgroup Update: Mellanie Reeve was a rep for LA, but could be used to serve as the IS rep since Athalie Sapp (IS) is currently out on maternity leave. Faculty Senate will need to appoint a new LA rep.

Response to requests to add other members to the Measure P Workgroup. The workgroup currently

includes 30 members including Faculty Senate President and 11 faculty members. Below is a description from Melanie Siddiqi regarding the workgroup prioritization and opportunities for stakeholders to contribute:

“The purpose of the Measure P workgroup is to assist in the development of the Bond Program Implementation Plan, specifically as it relates to providing input on the guiding principles and communications components of the plan, and to communicate status information about the bond program to their constituents. It is not responsible for prioritizing the Measure P projects, since the recommended prioritization was already identified and included in the Vision 2025 addendum. This group is also responsible for providing input into the programs/services that will go into a given building. However, it will not be the only group to do so.”

“People may have a mistaken impression that being on the Measure P workgroup is the only way to provide input on the new construction projects that will occur, and that is not at all the case. There will be key stakeholder groups created for each separate construction project that will include faculty/staff/administrators who are directly impacted by that project. For example, the new instructional building at the Chino campus is on the front burner, since it is a partially state-funded project with strict timelines, so a representative group of faculty and staff who are assigned to work at the Chino campus will be among the stakeholders for that project.”

#### 8.1.3 Sabbatical Readers: Reports (September): Rachel Hanna, Paula Snyder, and Charles Williams. Proposals (November).

- To facilitate the identification of sabbatical report and sabbatical proposal readers, a sign-up sheet will be passed around. This is a responsibility of all senators, so please consider signing up for at least one or the other. This list is merely to identify interested potential readers. Final readers will be selected as reports and proposals come to Faculty Senate. Sabbatical reports are due to the Faculty Senate office by September 13, 2019. Rachel Hanna, Paula Snyder, and Charles Williams. Sabbatical applications are due to the Faculty Senate office by November 1, 2019.

#### 8.1.4 ASCCC Area D meeting (October 12, San Diego) and Fall Plenary Session (November 7- 9, Newport Beach)

- Area D Meeting Saturday October 12, 2019 at San Diego Mesa College

A list of interested Senators will be compiled. Selection, planning, and registration will begin soon. These meetings are intended to inform local Senates of the upcoming plenary session resolutions, which are necessary for the Faculty Senate to make informed votes regarding resolutions. Senators, consider volunteering to attend this important informational event. Details regarding the upcoming Area D meeting can be found at <https://www.asccc.org/content/area-d-meeting>

- Fall 2019 Plenary Session November 7-9, 2019 in Newport Beach

A list of interested Senators will be compiled. The registration deadline is Friday October 25, 2019 at 5 pm. Plenary sessions serve multiple purposes including professional development, information regarding current areas of concern for Community Colleges, and voting on resolutions. Topics from the Spring 2019 Plenary included DE, Guided Pathways, Promoting Faculty Diversity, Open Educational Resources,

Faculty Hiring Criteria, Title 5 changes, and many others.

#### 8.1.5 ASCCC Resolutions Committee opportunity for service

- ASCCC Area D representative LaTonya Parker sent an email on August 27, 2019 inviting faculty to apply to serve on the ASCCC Resolutions Committee.

#### 8.1.6 ASCCC “Designing Your College with the Student Experience in Mind” Academic Academy Student Experience September 12-14, 2019 at the Queen Mary in Long Beach.

- ASCCC is hosting this event where faculty are invited to bring students. Topics include Guided Pathways, student equity, technology, and faculty diversification efforts. This late notice is unfortunate, and as such Senate could review ASCCC offerings regularly for upcoming events prior to the end of spring term to plan for early fall events.

#### 8.1.7 Faculty Appointee Nomination

- ASCCC sent out a call on August 15, 2019 announcing the opportunity for faculty to apply to serve on the Board of Governors. Applications are due September 13, 2019 by 11:59 pm. This is a great opportunity for faculty to branch out and expand their areas of service.

#### 8.1.8 Meritorious Awards- Call for 2020-2021 Nominations -reminder only.

#### 8.1.9 Faculty Senate August Board Report

- This edition of the Faculty Senate Board report featured faculty accomplishments for four faculty. Stan Hunter (VPA) finished courses in the field of ceramics. Brianna Gonzales-Harwell, Head Coach Women’s Volleyball (KNA) earned a Masters of Science in Educational Counseling with a Spanish Bilingual Bicultural Counseling concentration. Marc Meyer (SBS) published an article in the *Journal of Human Evolution*, and Don Shroeder (Broadcasting & Cinema) published a short video of the Nile River in Egypt.

#### 8.1.10 Senate Suggested Issues /Topics for 2019-2020

- The list is stale. Senators, please take the current list and poll your constituents for their opinions regarding listed topics, possible new topics, etc. Delete, edit, revise or add new topics to the list. Bring suggested changes to the September 24, 2019 meeting to develop a new list on that date.

### 8.2 Secretary/Treasurer - No report.

### 8.3 Curriculum

#### **Course Modifications w/ Distance Education**

ART-10 Fundamentals of Design in Two Dimensions

CISNTWK-70 Virtualization, Cloud Essentials and Amazon Web Services (AWS)

GEOG-6 Environmental Geography

#### **Course Modifications:**

ART-16 Introduction to Painting

ART-30 Figure Drawing

ART-73 Typography and Layout

GEOG-10 Cultural Geography of North America

**Program Modifications: Final Reading**

Fire Technology A.S.

Fire Technology Certificate of Achievement

- **Motion for Approval** - Senator Kenehan moved to authorize the course modifications that Curriculum presented, Senator Karp seconded the motion. The motion was approved. 9.3.19, 20/0.

**8.4 Coordinators**

- Senator Osmanian shared that a coordinator's meeting would be happening soon.

**8.5 Committees:**

8.5.1 Measure P representative update: Acting President DeRose shared update in her report.

**9. UNFINISHED BUSINESS**

**9.1 Term: Acting President**

- Motion for Approval - Senator Sadowski moved to have the acting president remain in office until the end of term, June 30, 2020. Senator Witt seconded the motion. The motion was approved. 9.3.19, 19/0.
- Senator Sadowski commended Senator Karp's recommendation to wait for a week for the senate to discuss. Senator Sadowski found institutional (historical) perspective that twice before, Faculty Senate President was no longer able to serve as he moved to the office of the dean. She recommended that we stay consistent with common practice, which is that the vice-president assumes the office of acting president until the end of the term.
- Senator Gunderson expressed concern that the acting president does not necessarily represent the electorate.
- Senator Sadowski found from SBS faculty that elected senators do indeed represent the electorate
- Senator Karp warns against taking what faculty feel should happen as fact. He also expressed his frustration regarding the interpretation of the bylaws.
- President DeRose shared that the bylaws were revised on 1/20/2009.

**9.2 Presidential Election Timeline:**

- Senator Karp moved to table the discussion until next week. Senator Kenehan seconded the motion. The motion was approved. 9.3.19, 19/0.

**10. NEW BUSINESS**

**10.1 Vice President Elections:** Acting President DeRose asked to open the floor for nominations.

- **Motion for Approval** - Acting President DeRose moved to open the floor for Vice President nominations. Senator Marcus seconded the motion. The motion was approved. 9.3.19, 21/0.

- **Motion for Approval** - Senator Kenehan nominated Senator Osmanian for Vice President and Senator Kaminski seconded the motion. The motion was approved. 9.3.19, 21/0. Senator Osmanian won by acclamation.
- **Motion for Approval** - Senator Boboye nominated Senator Gunderson for Vice President. Senate was unclear whether adjunct faculty is allowed to serve as Vice President. Senator Gunderson declined.

**10.2** Faculty Senate Retreat, Friday, September 13, 12:30-3:30, West End Educational Center, Request for retreat agenda subcommittee

- President DeRose, Senator Ausubel, and Vice President Osmanian volunteered to serve on the retreat agenda subcommittee.

**10.3** Adjunct Faculty Handbook: Call for participants

- Senator Keith-Gibson is stating that in the spring, she and Senator Ross suggested that senate seek a FOSA
- **Motion for Approval** - Senator Karp made a motion to table the discussion until next week. Senator Keith-Gibson seconded the motion. The motion was approved. 9.3.19, 19/0.

**11. ANNOUNCEMENTS**

- New Hire Welcome Reception, Wednesday, September 11, 12:30-1:50 PM, AD-151
- Faculty Senate Foundation Account - Solicitation Letter

**12. FLOOR ITEMS** - None.

**13. ADJOURNMENT (1:50 P.M.)**

**The next Faculty Senate meeting is scheduled for Tuesday, September 10, 2019, BEB-204**

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**Lissa A. Napoli, Recording Secretary**

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**Mark Gutierrez, Secretary - Treasurer**



| Senators   |                           | Present           | Approval of Agenda | Approval of Minutes | Curriculum | Term: Acting President as stated (ending June 2020) | Tabled: Election Timeline for next week | Open the floor to VP nominations | Nomination: Senator Osmani for VP | Tabled: Adjunct Faculty Handbook |
|--|---------------------------|-------------------|--------------------|---------------------|------------|---|---|----------------------------------|-----------------------------------|----------------------------------|
| <i>Alternate Senators Italicized</i>   |                           |                   |                    |                     |            |   |   |                                  |                                   |                                  |
| Representation   | Name                      |                   |                    |                     |            |   |   |                                  |                                   |                                  |
| Acting President   | Nicole DeRose             | P                 |                    |                     |            |   |   |                                  |                                   |                                  |
| Vice President   |                           |                   |                    |                     |            |   |   |                                  |                                   |                                  |
| Secretary/Treasurer  | Mark Gutierrez            |                   |                    |                     |            |   |   |                                  |                                   |                                  |
| Curriculum Chair   | Angela Burk-Herrick       | P                 |                    |                     |            |   |   |                                  |                                   |                                  |
| Business & Applied Technology  | Dionne Henderson          | P                 | Y                  | Y                   | Y          | Y   | Y                                       | Y                                | Y                                 | Y                                |
| Business & Applied Technology  | David Karp                | P                 | Y                  | Y                   | Y          | Y   | Y                                       | Y                                | Y                                 | Y                                |
| <i>*Business &amp; Applied Technology Alternate</i>  | <i>Tracy Kocher</i>       | P                 |                    |                     |            |   |   | Y                                | Y                                 |                                  |
| Chino/Fontana  | Daniel Bentum             | T                 | Y                  | Y                   | Y          | Y   | Y                                       | Y                                | Y                                 | Y                                |
| Chino/Fontana  | Manar Hijaz               | Z                 |                    |                     |            | Y   | Y                                       | Y                                | Y                                 | Y                                |
| <i>*Chino/Fontana Alternate</i>  | <i>Robert "Ian" Jones</i> |                   |                    |                     |            |   |   |                                  |                                   |                                  |
| Health Sciences  | Rachel Arciniega          |                   |                    |                     |            |   |   |                                  |                                   |                                  |
| Health Sciences  | Jayne Clark               | T                 | Y                  | Y                   | Y          |   |   |                                  |                                   |                                  |
| <i>*Health Sciences Alternate</i>  | <i>Shelley Eckvahl</i>    |                   |                    |                     |            |   |   |                                  |                                   |                                  |
| Instructional Support  | Rose Ann Osmani           | P                 | Y                  | Y                   | Y          | Y   | Y                                       | Y                                | Y                                 | Y                                |
| Instructional Support  | Mary Jane Ross            | <b>Sabbatical</b> |                    |                     |            |   |   |                                  |                                   |                                  |
| <i>Instructional Support Alternate</i>   | <i>Shelley Marcus</i>     | T                 | Y                  | Y                   | Y          | Y   | Y                                       | Y                                | Y                                 | Y                                |
| Language Arts  | Charmaine Phipps          | P                 | Y                  | Y                   | Y          | Y   | Y                                       | Y                                | Y                                 | Y                                |
| Language Arts  | Steve Shelton             | P                 | Y                  | Y                   | Y          | Y   | Y                                       | Y                                | Y                                 | Y                                |
| <i>*Language Arts Alternate</i>  | <i>Jonathan Ausubel</i>   |                   |                    |                     |            |   |   |                                  |                                   |                                  |
| Mathematics & Science  | Nicole DeRose             |                   |                    |                     |            |   |   |                                  |                                   |                                  |
| Mathematics & Science  | Mark Gutierrez            | P                 | Y                  | Y                   | Y          | Y   | Y                                       | Y                                | Y                                 | Y                                |
| <i>Mathematics &amp; Science Alternate</i>   | <i>Diana Cosand</i>       | P                 | Y                  | Y                   | Y          | Y   | Y                                       | Y                                | Y                                 | Y                                |
| Social & Behavioral Sciences   | Dan Kern                  | P                 | Y                  | Y                   | Y          | Y   | Y                                       | Y                                | Y                                 | Y                                |
| Social & Behavioral Sciences   | Angela Sadowski           | P                 | Y                  | Y                   | Y          | Y   | Y                                       | Y                                | Y                                 | Y                                |
| <i>*Social &amp; Behavioral Sciences Alternate</i>   | <i>Sergio Gomez</i>       |                   |                    |                     |            |   |   |                                  |                                   |                                  |
| Student Services   | Jean Oh                   |                   |                    |                     |            |   |   |                                  |                                   |                                  |
| Student Services   | Jackie Boboye             | P                 | Y                  | Y                   | Y          | Y   | Y                                       | Y                                | Y                                 | Y                                |
| <i>* Student Services Alternate</i>  | <i>Donna Colondres</i>    |                   |                    |                     |            |   |   |                                  |                                   |                                  |
| Visual and Performing Arts   | Kelly Ford Kaminski       | P                 | Y                  | Y                   | Y          | Y   | Y                                       | Y                                | Y                                 | Y                                |
| Visual and Performing Arts   | Patrick Aranda            | P                 | Y                  | Y                   | Y          | Y   | Y                                       | Y                                | Y                                 | Y                                |
| <i>*Visual and Performing Arts Alternate</i>   | <i>Stan Hunter</i>        |                   |                    |                     |            |   |   |                                  |                                   |                                  |
| Senator-At-Large   | Doug Duno                 | P                 | Y                  | Y                   | Y          | Y   | Y                                       | Y                                | Y                                 | Y                                |
| Senator-At-Large   | Garrett Kenehan           | P                 | Y                  | Y                   | Y          | Y   | Y                                       | Y                                | Y                                 | Y                                |
| Senator-At-Large   | Robin Witt                | P                 | Y                  | Y                   | Y          | Y   | Y                                       | Y                                | Y                                 | Y                                |
| Adjunct Senator-at-Large   | Gail Keith-Gibson         | T                 | Y                  | Y                   | Y          |   |   |                                  |                                   |                                  |
| Adjunct Senator-at-Large   | Luke Gunderson            | P                 | Y                  | Y                   | Y          | Y   | Y                                       | Y                                | Y                                 | Y                                |
| <i>*Adjunct Alternate Senator</i>  | <i>Hsing "Angel" Ho</i>   | Z                 |                    |                     |            |   |   | Y                                | Y                                 |                                  |
| <b>Total Yes Votes</b>   |                           |                   | <b>20</b>          | <b>20</b>           | <b>20</b>  | <b>19</b>   | <b>19</b>                               | <b>21</b>                        | <b>21</b>                         | <b>19</b>                        |
| <b>Total No Votes</b>  |                           |                   | <b>0</b>           | <b>0</b>            | <b>0</b>   | <b>0</b>  | <b>0</b>                                | <b>0</b>                         | <b>0</b>                          | <b>0</b>                         |
| <b>Total Abstentions</b>   |                           |                   | <b>0</b>           | <b>0</b>            | <b>0</b>   | <b>0</b>  | <b>0</b>                                | <b>0</b>                         | <b>0</b>                          | <b>0</b>                         |
| <b>35 Positions on Senate: 1 P, 1 VP, 1 ST, 1 CC, and 31 Senators</b>                                      |                           |                   |                    |                     |            |   |   |                                  |                                   |                                  |
| 34 members total - up to 23 voting at any given time w/exception of Curriculum Chair. Not a voting member. |                           |                   |                    |                     |            |   |   |                                  |                                   |                                  |
| President ONLY votes to break a tie.   |                           |                   |                    |                     |            |   |   |                                  |                                   |                                  |
| A quorum shall consist of two-thirds of the voting members of the Faculty Senate =                         |                           |                   |                    |                     |            |   |   |                                  |                                   |                                  |
| 16 members are needed for quorum 30 Present at this meeting = 25 members, 5 visitors                       |                           |                   |                    |                     |            |   |   |                                  |                                   |                                  |

