

**AGENDA**  
**YOSEMITE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**  
**FOUR HUNDRED SEVENTY-FOURTH REGULAR MEETING**  
**AUGUST 11, 2004**

---

**3:30 P.M.** Open Session - Call to Order in the YCCD Board Room; adjourn to closed session in YCCD Conference Room B

**CLOSED SESSION AGENDA:**

- Discussion:
1. Pursuant to G. C. Section 54957  
Interim MJC President's terms of contract  
Discipline/Dismissal/Release
  2. Pursuant to G. C. Section 54956.9(a) - Litigation  
Case: ACE vs. YCCD, No. F042272  
Case: Hearing concerning intended faculty termination  
Case: Hearing concerning intended faculty termination
  3. Pursuant to G. C. Section 54956.9(b)  
Significant Exposure to Litigation: Two cases
  4. Pursuant to G. C. Section 54956.9(c)  
Potential Initiation of Litigation: One case
  5. Pursuant to G. C. Section 54957.6 - Conference with Labor Negotiations  
District representatives: J. Williams, T. Scott, D. Wirth, G. Railey  
Employee Organization: CSEA, YFA

**5:30 P.M.** – Reconvene to open session – YCCD Board Room

**Public Comment on Agenda Action Items:** Persons who want to address the Board of Trustees on an agenda action item (Section II) may do so after being recognized by the Chair of the Board and before Board discussion. All speakers should complete a Speaker Request form in advance and give it to the Board stenographer. Individuals will be allowed a maximum of five (5) minutes per topic.

**Comments from the Public:** Persons who want to comment on an Agenda Information Item (Section I) or Board business issues not included on the agenda can do so as part of agenda item **III.A.** All speakers should complete a Speaker Request form in advance and give it to the Board stenographer. Individuals will be allowed a maximum of five (5) minutes per topic.

**Other guidelines may apply. See Board Policies #7345 and #7346.**

Pledge of Allegiance to the Flag

Report out from Closed Session (if any)

Approval of the Minutes

**RECOMMENDATION:** That the Board of Trustees approve the minutes of the regular meeting of July 14, 2004.

## I. REPORTS AND INFORMATION ITEMS

- A. Student Activity Reports
- B. Academic Senate Activity Reports
- C. Activities and Announcements

### 1. Institute Days

Columbia College will hold its In-service Day on Thursday, August 26, beginning at 8:00 a.m. in the Dogwood Forum. Dr. James Côté, author of Arrested Adulthood: The Changing Nature of Maturity and Identity, will present information and lead an interactive discussion relating to the book's topic, adult learning and development. Additionally, Dr. Côté will make a similar community presentation that evening at 6:00 p.m. in the Dogwood Forum.

Modesto Junior College Fall Institute Day will take place Friday, August 27 beginning with a continental breakfast at 8:00 a.m. in front of the MJC Auditorium. The program in the Auditorium will begin at 8:30 a.m. with a theme of "Report Card: How Do You Grade Us?" Lunch will be served on the quad, and there will be workshops in the afternoon.

MJC Technology Institute Day will be held August 25 and 26 with morning training sessions (8:00-12:00 p.m.) and afternoon (1:00-3:00 p.m.) "hands-on" applications.

### 2. Columbia College Names 159 to Dean's List

Columbia College named 159 students to the Dean's List for the Spring 2004 Semester. By cities, Sonora residents ranked the highest with 58, followed by Tuolumne with 14 and Columbia with 12. In addition, two students were from Japan.

### 3. Volleyball Camps at Columbia College

Over 70 students are participating in this summer's volleyball clinic, presented by Columbia College Women's Volleyball Coach Raelene Juarez and a number of her team members. Participants range from grades 6 to 12.

### 4. New Faculty Orientation

New Faculty Orientation at Modesto Junior College will be held August 24 beginning at 8:30 a.m. with continental breakfast. There will be tours of East and West Campuses and information presented by Central Services staff. New Adjunct Faculty Orientation will be held August 26 at 6 p.m. in Forum 102.

**I. REPORTS AND INFORMATION ITEMS**

**C. Activities and Announcements**

**5. Distinguished Lecture Series**

The Distinguished Lecture Series and Beyond Tolerance Initiative of Modesto Junior College will present "Freedom Isn't Free" - An Evening with Shoshana Johnson, on Thursday, September 30, at 7 p.m. in the MJC Auditorium. During Operation Iraqi Freedom, Army Specialist Johnson was in a convoy that was ambushed. House raids conducted by US Marines resulted in the successful rescue of Johnson and six other POWs. Johnson and the other POWs came back to a heroes' welcome in the US. The presentation is free and open to the public.

**6. Central Valley Education Coalition Conference**

The Central Valley Education Coalition, to which MJC belongs, is sponsoring a fall conference and education summit entitled "Closing the Achievement Gap for Poor and Minority Children in Modesto and Stanislaus County" on September 17-18, 2004. The goals of the conference are to examine current educational conditions for poor and minority youth in Stanislaus County, to establish partnerships that will support educational excellence. The Friday, September 17th session will be held from 4:30 to 7:40 p.m. at the Modesto Center Plaza and is open to teachers only. The Saturday, September 18th session, which is open to the public, will be held from 8:00 a.m. to 2:30 p.m. at MJC East Campus and will feature Luis Rodriguez, author of the book "Always Running: La Vida Loca." Both sessions are free of charge; however, the deadline to register is Friday, September 3. A registration form will be posted to [www.gomjc.org](http://www.gomjc.org). For more information please call 575-6702 or email [byrdw@yosemite.cc.ca.us](mailto:byrdw@yosemite.cc.ca.us).

**I. REPORTS AND INFORMATION ITEMS**

**D. Presentations/Updates**

1. ☆Public Records Fee Schedule Revision

At the request of the Board of Trustees, the administrative procedures applicable to requests made under the California Public Records Act and fee schedule for copying district documents has been revised. The new procedures and fee schedule are attached for your information. Mr. Nick Stavrianoudakis, Director of External Affairs, will be available to answer any questions.

2. HUD Community Revitalization Professional DVD

The second community revitalization "Block Party" funded by HUD was held in June and was a tremendous success. The initial "Block Party" in the Airport Neighborhood was held in April of this year and has just resulted in a professionally developed DVD highlighting the volunteer efforts of MJC students, faculty, and staff in their work with Habitat for Humanity of Stanislaus County. The brief DVD, produced by Habitat, will be used to showcase the incredible results of this partnership and the impact it had on the community. Ms. Judith Monast, Corporate Training Manager, MJC Workforce Training Center, will be available to answer questions.

3. Summer School Enrollments

Summer sessions at MJC and Columbia College began on May 10, 2004 and will end on August 20, 2004. The college presidents will provide the Board of Trustees an update on summer enrollments.

## II. ACTION ITEMS

### A. Consent Agenda

#### 1. ☆Purchase Orders

RECOMMENDATION: That the Board of Trustees approve the purchase orders issued from June 1, 2004 through June 31, 2004.

#### 2. Acceptance of Gifts

RECOMMENDATION: That the Board of Trustees accept with appreciation the following gifts:

- a. Fundraising supplies from Rey and Lupe Ochoa, to assist the Automotive Technology Club in raising club funds at Columbia College.
- b. R12 and R13 refrigerant from Rey and Lupe Ochoa, to be used in the Automotive Technology program at Columbia College.
- c. A photo album (2' x 3') featuring MJC from 1937-1939 from Paula Warp, to be used in the Library and at special events at Modesto Junior College.

#### 3. Special Appointment - Williams

RECOMMENDATION: That the Board of Trustees approve the appointment of Interim Chancellor James Williams to the AACC Commission on Academic, Student and Community Development, for a three-year term beginning July 1, 2004 and ending June 30, 2007.

#### 4. Special Appointment – Riggs

RECOMMENDATION: That the Board of Trustees approve the appointment of Dr. Jim Riggs to serve as a member of the ACCJC Evaluation Team visiting Saddleback College on October 12 - October 14, 2004.

#### 5. Notice of Completion of Contract

The contract for the Asbestos Abatement Project/Stadium Boiler Room, Modesto Junior College East Campus, Bid #04-1534, has been completed and inspected.

RECOMMENDATION: That the Board of Trustees accept the work performed by Janus Corporation on Asbestos Abatement Project/Stadium Boiler Room, Modesto Junior College East Campus, Bid #04-1534, as having been completed in accordance with the plans and specifications, and authorize final payment to be made.

## II. ACTION ITEMS

### B. Personnel Items

1. Retirement – Academic

RECOMMENDATION: That the Board of Trustees grant retirement emeritus status to Patricia Benker, Professor, Allied Health, Modesto Junior College, effective July 1, 2004, and officially commend her for 25 years of valuable service to the District (STRS Golden Handshake).

2. Retirement – Academic

RECOMMENDATION: That the Board of Trustees grant retirement emeritus status to Jack Heinsius, Business Administration Professor, Business, Behavioral & Social Sciences, Modesto Junior College, effective April 30, 2004, and officially commend him for 29 years of valuable service to the District (STRS Golden Handshake).

3. Retirement – Academic

RECOMMENDATION: That the Board of Trustees grant retirement emeritus status to Douglas Kotarek, Business Administration Professor, Columbia College, effective July 1, 2004, and officially commend him for 30 years of valuable service to the District (STRS Golden Handshake).

4. Retirement - Classified

RECOMMENDATION: That the Board of Trustees grant retirement status to Andrew Maurer, Graphic Artist, Columbia College, effective August 1, 2004 and officially commend him for 30 years of valuable service to the District (PERS Golden Handshake).

5. Retirement - Classified

RECOMMENDATION: That the Board of Trustees grant retirement status to Adelaide Minners, Support Staff II, Columbia College, effective June 30, 2004 and officially commend her for 15 years of valuable service to the District (PERS Golden Handshake).

6. Retirement - Classified

RECOMMENDATION: That the Board of Trustees grant retirement status to Carolyn Murov, Graphic Coordinator, Media Services, Modesto Junior College, effective July 30, 2004 and officially commend her for 20 years of valuable service to the District (PERS Golden Handshake).

## II. ACTION ITEMS

### B. Personnel Items

#### 7. Appointment – Classified Management

RECOMMENDATION: That the Board of Trustees approve the appointment of Karlha Arias to the position of Executive Secretary, Office of External Affairs, YCCD, effective July 26, 2004.

#### 8. Appointment – Classified Management

RECOMMENDATION: That the Board of Trustees approve the appointment of Timothy Nesmith to the position of Campus Operations Manager II, Facilities Planning & Operations, YCCD, effective August 1, 2004.

#### 9. Appointment – Classified (Confidential) Management

RECOMMENDATION: That the Board of Trustees approve the probationary classified management appointment of Graciela Molina to the position of Executive Secretary, Office of the Chancellor, YCCD, effective August 2, 2004.

#### 10. Appointment – Classified Management

RECOMMENDATION: That the Board approve the appointment of Becky Scharffer to Executive Secretary, Vice President of Instruction, Modesto Junior College, effective August 1, 2004.

#### 11. Probationary Appointment - Academic

RECOMMENDATION: That the Board of Trustees approve the probationary appointment (first year contract) of Debra Bolter to the position of Instructor of Anthropology, Business Behavioral and Social Sciences, Modesto Junior College, effective August 2, 2004, contingent upon funding.

#### 12. Probationary Appointment – Academic

RECOMMENDATION: That the Board of Trustees approve the probationary appointment (first year contract) of William Hobby to the position of Dairy Science Instructor, Agriculture and Environmental Sciences, Modesto Junior College, effective July 1, 2004, contingent upon funding.

## II. ACTION ITEMS

### B. Personnel Items

13. Probationary Appointment – Academic

RECOMMENDATION: That the Board of Trustees approve the probationary appointment (first year contract) of Anne Cavagnaro to the position of Instructor of Mathematics, at Columbia College, effective Fall 2004.

14. Probationary Appointment – Academic

RECOMMENDATION: That the Board of Trustees approve the probationary appointment (first year contract) of Deborah Barr to the position of Instructor or Art, Arts, Humanities & Communications, Modesto Junior College, effective August 30, 2004, contingent upon funding.

15. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of William Walton, Campus Security Officer I (40%), Columbia College, August 1, 2004.

16. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Geraldine Wend, Secretary III, Academic Senate, Modesto Junior College, effective August 16, 2004 (10 month work year).

17. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of David Todd to the position of Media Production Photographer, Media Services, Modesto Junior College, effective July 8, 2004.

18. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Luz Carmen Bustamante to Electronic Technician, Technology Services, Modesto Junior College, effective August 9, 2004.

19. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Jeremy Allen to the position of Campus Security Officer I, Columbia College, effective August 11, 2004.



## II. ACTION ITEMS

### B. Personnel Items

#### 20. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Melvin Ainsworth to Electronic Technician, Technology Services, Modesto Junior College, effective July 28, 2004.

#### 21. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of David Maryouhanna to Mailroom/Facilities Technician (50%), Public Information/MJC Facilities, Modesto Junior College, effective August 2, 2004

#### 22. Promotional Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the promotional appointment of Kathryn Villafana to the position of Fiscal Analyst I, Business Services, effective August 9, 2004.

#### 23. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Susie Woodhead to the position of Fiscal Analyst I, Business Services, Modesto Junior College, effective August 9, 2004.

#### 24. Lateral Transfer – Classified

RECOMMENDATION: That the Board of Trustees approve the lateral transfer of Rene Patterson, Program Representative III, from Workforce Training Center to Child Development Training Consortium, Modesto Junior College, effective July 12, 2004.

#### 25. Lateral Transfer – Classified

RECOMMENDATION: That the Board of Trustees approve the lateral transfer of Joan Van Kuren, Program Representative I, from Bridges to Baccalaureate, Science, Mathematics & Engineering to EOP&S, Modesto Junior College, effective July 12, 2004.

#### 26. Lateral Transfer – Academic

RECOMMENDATION: That the Board of Trustees approve the lateral transfer of Kim Cromwell, Administrative Secretary, from Special Programs to Counseling, Modesto Junior College, effective July 7, 2004.

## II. ACTION ITEMS

### B. Personnel Items

#### 27. Lateral Transfer – Academic

RECOMMENDATION: That the Board of Trustees approve the interim lateral transfer of Marcos Garcia, Counselor, Counseling Division, Modesto Junior College to TRIO Student Support Services Program, for fiscal year 2004 – 2005.

#### 28. Lateral Transfer – Academic

RECOMMENDATION: That the Board of Trustees approve the lateral transfer of Pam Crittenden, Counselor, from the PE Department/Counselor for Athletes, Modesto Junior College to the Counseling Division, Modesto Junior College, effective August 26, 2004.

#### 29. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Maria Luisa Adams to the position of Library Media Technician II (75%), Columbia College, effective August 16, 2004.

#### 30. Resignation - Classified

RECOMMENDATION: That the Board of Trustees accept the resignation of Maria Diaz De Leon, Child Development Center Associate Teacher, Allied Health/Family & Consumer Sciences, Modesto Junior College, effective July 1, 2004.

#### 31. Resignation - Classified

RECOMMENDATION: That the Board of Trustees accept the resignation of Valerie Erwin, Secretary III, Family & Consumer Sciences, Modesto Junior College, effective July 13, 2004.

#### 32. Resignation - Classified

RECOMMENDATION: That the Board of Trustees accept the resignation of Dominique Lowitz, Support Staff II, Columbia College, effective August 16, 2004.

#### 33. Resignation - Classified

RECOMMENDATION: That the Board of Trustees accept the resignation of Laurette Masingale, Grant Development Analyst, Grant Development, YCCD, effective August 12, 2004.

## II. ACTION ITEMS

### B. Personnel Items

34. Resignation - Classified

RECOMMENDATION: That the Board of Trustees accept the resignation of Matthew Folsom, Campus Security Officer I, Columbia College, effective July 13, 2004.

35. Resignation – Classified

RECOMMENDATION: That the Board of Trustees accept the resignation of Sue Ellen Harwood, Director of Community Outreach and Development Services, Columbia College, effective August 19, 2004.

36. Voluntary Reduction in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve the temporary voluntary reduction in assignment from 100% to 75% for Kimberly Kendrick, Support Staff II, Science, Mathematics & Engineering, Modesto Junior College, from July 1, 2004 to June 30, 2005.

37. Voluntary Reduction in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve the voluntary reduction in assignment from 100% to 75% for Anne Shanto, Performing Arts Costume Specialist, Arts, Humanities & Communication, Modesto Junior College, effective June 14, 2004 to July 15, 2004.

38. Voluntary Reduction in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve the voluntary reduction in assignment from 100% to 75% for Gary Fair, Instructional Assistant II, Arts, Humanities & Communication, Modesto Junior College, effective July 19, 2004 to August 19, 2004.

39. Voluntary Reduction in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve the voluntary reduction in assignment from 100% to 50% for Teresa Kellstrom, Admissions and Records Technician III, Modesto Junior College, beginning September 1, 2004 and ending May 31, 2005.

## II. ACTION ITEMS

### B. Personnel Items

#### 40. Increase in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve an increase in assignment for Kimberly Carter, Instructional Assistant II, Tutoring/Student Services, Modesto Junior College, from 10 months/year assignment to 12 months/year assignment, effective July 1, 2004 through September 30, 2004.

#### 41. Temporary Increase in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve a temporary increase in assignment for Cynthia Taylor, Cook/Baker, Columbia College, from 32 hours per week/10-month assignment to 40 hours per week/10-month assignment, effective September 1, 2004 through April 30, 2005.

#### 42. Temporary Increase in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve the temporary increase in assignment for Elizabeth Rumney, Bookstore Buyer, Columbia College, from 32 hours per week/11-month assignment to 32 hours per week/12-month assignment, effective July 1, 2004 through August 31, 2004.

#### 43. Temporary Increase in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve a temporary increase in assignment for Kathy Diener, Child Care Center Master Teacher, Columbia College, from 40 hours/week, 10 months/year to 40 hours/week, 12 months/year, effective July 1, 2004 through June 30, 2005.

#### 44. Temporary Increase in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve a temporary increase in assignment for Angela Brunton, Child Care Center Master Teacher, Columbia College, from 40 hours/week, 10 months/year to 40 hours/week, 12 months/year, effective July 1, 2004 through June 30, 2005.

## II. ACTION ITEMS

### B. Personnel Items

#### 45. Permanent Increase in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve a permanent increase in assignment for Elizabeth Rumney, Bookstore Buyer, Columbia College, from 32 hours per week/11 month assignment to 40 hours per week/12 month assignment, effective September 1, 2004.

#### 46. Temporary Increase in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve a temporary increase in assignment for Lisa Yankovich, Child Development Center Master Teacher, Allied Health/Family & Consumer Science, Modesto Junior College, from 87.5% to 100%, effective July 1, 2004 to June 30, 2005.

#### 47. Interim MJC President's Salary

RECOMMENDATION: That the Board of Trustees approve a compensation package for the Interim MJC President.

#### 48. ☆Short –Term Appointee List

Recently adopted state law (AB500-Goldberg) pertaining to the employment of short-term employees provides that the governing board, at a regularly scheduled Board meeting, shall specify the service to be performed and certify the ending date of service. The enclosed list of short-term appointees is intended to bring the District into compliance with AB500. Subsequent lists of short-term appointees will be submitted for Board approval on a monthly basis

RECOMMENDATION: That the Board of Trustees approve the list of short-term appointees.

## II. ACTION ITEMS

### C. Discussion Items

#### 1. Local Hazard Mitigation Plan - MJC

On June 9, 2004, the YCCD Board of Trustees authorized the District to coordinate efforts with Stanislaus County and Tuolumne County Office of Emergency Services and to submit addendums to the respective County Local Hazard Mitigation Plans (LHMP) covering both MJC and Columbia College. 44 Code of Field Regulation §201 requires official approval of the LHMP plan by the local governing board. On June 28, 2004, the Board also approved Board Policy 6500 – Emergency Preparedness/Hazard Mitigation.

The YCCD Addendum covering Modesto Junior College is ready for submission to the Stanislaus County Office of Emergency Services (OES). The Stanislaus County OES will be submitting the Multi-Jurisdictional Plan, including the YCCD Addendum, to the California OES on August 15, 2004. The target date is early to allow for editing recommended by the California OES before official submission to FEMA.

Both California OES and FEMA must approve the Stanislaus County Multi-Jurisdictional LHMP prior to November 1, 2004.

(The YCCD Addendum to the Stanislaus County Multi-Jurisdictional Local Hazard Mitigation Plan was previously provided to Trustees for their review.)

RECOMMENDATION: That the Board of Trustees:

- a. Approve the YCCD Local Hazard Mitigation Plan Addendum to the Stanislaus County Multi-jurisdictional Local Hazard Mitigation Plan (covering the Modesto Junior College campuses).
- b. Authorize the staff to submit additional documentation as may be needed for the District's portions of the Stanislaus County "Local Hazard Mitigation Plan."

## II. ACTION ITEMS

### C. Discussion Items

#### 2. Mary Stuart Rogers West Campus Student Learning Center

This project is currently on schedule for completion Spring 2005. Much of the exterior building work is completed, exterior site work is to resume shortly, and the interior work is ongoing with the single-ply roofing being installed, sheetrock nearly completed, refrigerator boxes installed and the interior painting beginning. The lobby floor will display the ASMJC Pirates Logo as part of the painted concrete floor design. An information desk is situated in the lobby of the building with ASMJC offices adjacent. The perimeter of the open seating area contains the convenience store, the food court, the television room and game room and the interactive laboratory space. To the east of the facility is the multi-purpose space that can be configured into four separate meeting rooms or combined with the seating space for large functions. A color palette has been selected for the interior of the building, which will be shared with the Board. The exterior colors will match existing campus building colors.

RECOMMENDATION: That the Board of Trustees receive the report.

#### 3. YCCD Chancellor Search

Dr. Riggs, who is chairing the committee for the YCCD Chancellor search, has made initial contact with various search consultant firms. He will present his findings to the Board of Trustees and describe the next steps.

RECOMMENDATION: That the Board of Trustees provide direction for staff.

### III. **COMMENTS**

#### A. Comments from the Public

Persons who want to comment on Agenda Information Items or Board business issues not included on the agenda can do so as part of this section of the agenda. All speakers should complete a Speaker Request form in advance and give it to the Board stenographer. Individuals will be allowed a maximum of five (5) minutes per topic.

**Other guidelines may apply. See Board Policies #7345 and #7346.**

#### B. Comments from the Board of Trustees

This time is for trustees to report on conferences, meetings and other activities related to District business. No action will be taken.

### IV. **ANNOUNCEMENTS**

A. The Board of Trustees will adjourn to a Board Retreat on August 18 to be held in the North Dining Room at California State University, Stanislaus, 801 W. Monte Vista Avenue, Turlock, California. There will be a closed session followed by an open session. No action will be taken.

B. The next regular meeting of the Board of Trustees will be held on Wednesday, September 8. Closed session will begin at 3:30 p.m. and open session at 5:30 p.m. at YCCD Board Room, 2201 Blue Gum Avenue, Modesto.

### V. **ADJOURNMENT**

A. The meeting will adjourn in memory of Terry Hoff, Columbia College Professor, who passed away on Tuesday, August 3, 2004.