

VOICE

Your Association's News

Why Affiliate?

- Bargaining support
- Connection to
 Associations with common issues across Canada
- Stronger ability to influence government at many levels
- Access to a defense fund for additional resources to support job action
- Access to many relevant national committees, forums, and data
- Support and PD for our Labour Relations staff
- PD and networking for board members
- Access to additional advocacy, legal, and public relations resources
- Participate in postsecondary policy development

I'm Recommending Affiliation with CAUT

Paul Reniers, Executive Director

During the FSA's 50th anniversary year, we celebrated the union's many strengths and accomplishments. One of those strengths is our continual examination of how we can improve our representation of BCIT faculty and staff. Part of that examination requires us to be realistic about our shortcomings. For example, no report on the success of the last round of bargaining would be complete without recognizing the failure to achieve much needed improvements in Part-Time Studies (PTS) employment or to gain recognition for research work done by members.

The FSA strategic plan includes ambitious efforts to improve the union including more member education and resources, undertaking a government relations strategy, better leveraging our participation on Institute committees, re-examining several of our business practices, and supporting and celebrating our members. These are all great initiatives. The one thing I think the FSA can do that will have the greatest positive impact on our work is to affiliate with the Canadian Association of University Teachers.



CAUT is the national body for faculty associations representing 68,000 academic professionals at 122 post-secondary institutions. Faculty at every public university or college in BC are affiliated with CAUT, except at BCIT. But the FSA has never done things just because everyone else is doing it. We do things because they add value for our members. CAUT does that.

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I'm Recommending Affiliation with CAUT (continued from page 1)

Take the last round of bargaining as an example. The gains we made on academic freedom are largely due to the work of CAUT. CAUT developed the model clause defining academic freedom that is now part of our collective agreement. By being informed and outspoken advocates, they established and enforced a national standard for academic freedom. The success of CAUT's work on academic freedom made it very difficult for the employer to resist our proposal to apply that standard at BCIT.

Our proposal on research, which remains the leading model for describing research work at BCIT, was largely informed by CAUT's work as the predominant advocate for academic research in Canada. CAUT led the "Get Science R!ght" campaign against the government's muzzling of scientists and cutting funding for research. CAUT has also co-ordinated a national campaign for fairness for contract academic staff like our members in PTS. CAUT gives a national voice to issues that are important to us. That national voice links to local issues through their affiliation with the Confederation of University Faculty Associations of BC (CUFA-BC) and the Federation of Post-Secondary Educators (FPSE). Link-



ing to those national efforts and accessing their resources would give more impetus for our own efforts.

Access to the national support network provided by CAUT would benefit the FSA in a number of very valuable ways that may be less obvious to most members. CAUT can provide support and stability for many key functions where we are otherwise vulnerable as an independent union. CAUT maintains forums for association presidents, executive directors, and senior reps that would allow us to tap into a vast reservoir of knowledge and experience when we otherwise do these jobs in near isolation. CAUT has negotiators, advocates, and researchers on staff who can provide assistance, particularly if we're unexpectedly without a key player. CAUT would always have our back. Right now, we can't say that about anyone.

To continue with being realistic about shortcomings, affiliation with CAUT has two significant drawbacks: time and money. Being part of CAUT would mean having FSA representatives participating in regional and national meetings and activities. Depending on their level of involvement, that would mean a couple of people taking days and possibly weeks every year away from local activities. Even if the FSA is ready to participate at the national and regional level, we have to acknowledge the time commitment in doing so.

Cost is the big issue. Annual dues are expected to equal about 1 FTE of faculty release or approximately 10% of our annual budget. The FSA's financial position is very strong. Still, a 10% investment is significant for any organization. How we would manage that additional expense needs to be a part of any discussion of the issue.

After 50 years as an independent association, affiliation is a big decision. For me, affiliation with CAUT has two compelling benefits. First, CAUT will provide us with access to additional resources and networks to improve our representation, negotiation, and advocacy work without requiring that we change how we do that work and without requiring that we give up control over it. Second, CAUT ensures the stability and security of the association well into the future by providing access to a second line of professional staff and to the knowledge and experience of other faculty associations. CAUT gives us somewhere to turn in times of need. I am recommending affiliation with CAUT as the best way the FSA can secure and build upon our achievements over the last 50 years.



Paul Reniers Executive Director



President's Message:

Keeping Our Union Strong: Affiliation is Part of the Answer

The arrival of 2016 means heading into a new year and heading into a long period without bargaining. This is uncharted territory for our union, as we won't be bargaining again until 2019 due to the provincial government's insistence on a 5-year agreement for all public service unions.

This is the longest period our union has seen without the opportunity for formal changes or improvements which would be enshrined in our collective agreement. However, entering this period doesn't mean that "bargaining" through positive action, dialogue with the employer, and leveraging our existing rights to bring improvements to our working conditions are absent from our ongoing work. On the contrary, this period brings with it many opportunities to concentrate our energy on improving our terms of employment. The FSA will take this opportunity to move ahead on many important projects, all of which are driven by our extensive strategic plan, with total dedication to ensuring that our union will be in the strongest place possible when we re-enter formal bargaining in the spring of 2019.

One of the most important strategic issues the FSA will address is whether to affiliate with the Canadian Association of University Teachers (CAUT). I encourage everyone to take a few minutes to read Paul Reniers' article in this issue about the benefits of affiliation with CAUT.

The FSA cannot meet its full potential by working in a vacuum. To ensure our union is strong and can sustain itself for the next 50 years and beyond, our FSA board believes affiliation provides a great opportunity to enhance our work. After an extensive review of affiliation options, we have focused on CAUT as the best organization to advance our mission.

I believe the many benefits CAUT offers will not only provide our union greater stability over the long term but will also make us stronger, more connected, more empowered, and will help us break out of the silo within post-secondary education we currently work in.

CAUT is one way we will become stronger; the other is you. Although our activities are carried forward primarily by our board of directors and by the extremely competent FSA staff, we are strengthened by, and we rely on, the involvement and input of our members. As we move forward in this next period we need your help to leverage our successes towards more and better gains for our members. An involved and active membership strengthens our ability to affect change with BCIT and the provincial government. Communicating your perspectives, sharing your knowledge, and getting involved in union activities will help ensure a better future workplace for us all.

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Keeping Our Union Strong (continued from page 3)

Over the 3 ½ years I have been FSA President, I have repeatedly seen members come together and bring to light important issues or pressing concerns from the "grassroots" level in order to provide a higher quality of education at BCIT or protect their rights. In turn, empowered with this information, our union has been able to ensure your rights are not being abused or neglected and that your interests are being advanced. We strive to find the best avenues to advance your rights and we work with management to ensure your voices are heard and respected. Thanks to members sharing their thoughts and concerns, our union has been able to act quickly to address many issues that have been brought forward.

Sometimes it is not a group of members but an individual member who will speak up and step forward. Occasionally I see members hesitate and worry that they will be seen as a trouble maker if they speak up, or that we don't deserve better treatment than the status quo. To those individuals, I can assure you that you will be treated respectfully and not face recrimination. You also need to know that taking action to have your individual concerns addressed often has a powerful ripple effect which can help and positively impact many others.

Speaking up also means celebrating who we are — our accomplishments and our many contributions. To bring awareness to the amazing work our members do, we need you to share your success stories and keep us informed of your excellent work. The best person to highlight our members' work and advance our rights and opportunities is you!

Get involved by attending events, filling out surveys, reading our website, and when we post opportunities to sit on selection committees. Ensure your department has a Tech Rep and make sure your program meetings include updates from your Tech Rep. When you look for ways to get involved, you put our union in the best place to negotiate for you.

Thank you for taking the time to be involved in your association. We've got a lot of work to do!

Vice-President Elections On the Horizon

FSA President &

Election Schedule

Wednesday, February 10th (noon) Formal Call for Nominations

Friday, February 26th (noon)

Nominations Close

Deadline: Candidate Statement Submissions

Wednesday March 2nd
Candidate Statements Posted to Website
Candidates' Names Released to Membership

Wednesday, March 9th All Candidates Meeting

Friday, March 11th (noon) Electronic Voting Turns On

Friday, April 1st (noon) Electronic Voting Turns Off

Tuesday, April 5th (noon) Election Results to Membership

Election Eligibility

- Be a Member in good standing,
- Be nominated in writing by a Regular or Associate Member,
- Consent to the nomination, and
- Not be disqualified from being a director of a company under Section 124 of the Business Corporations Act.

Who can vote? All current FSA members!

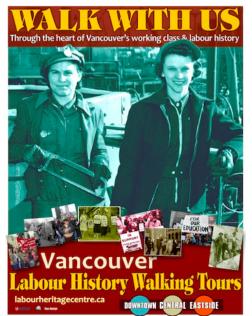
We are pleased to announce that our Returning Officer for 2016 is Frances McLafferty.



Embracing Labour's Heritage in B.C.

This piece was provided to us by the Labour Heritage Centre

Vancouver Labour History Walking Tour



Discover some of B.C.'s labour history on foot. The Labour Heritage Centre is offering a new tour broken up into three sections of Vancouver: the Downtown Eastside, Downtown Vancouver, and the central Downtown area in between. Because each tour can take up to three hours, the centre recommends doing one at a time. But, the determined and energetic can complete all three in one day.

Thanks to the Centre's partners, the SFU Labour Studies Department, the Pacific Northwest Labour History Association and the Vancouver and District Labour Council, the Centre was recently able to update its Vancouver Labour History Walking Tour booklet, which describes 34 labour-related events. Armed with the new publication and trained tour guides, the centre hosted multiple tours in 2015.

"We're hoping we can increase the number of tours we have every year and increase awareness of labour history in Vancouver, which is very extensive and rich," said Labour Heritage Centre Chair Ken Novakowski.

Tours can be organized with a minimum of six participants and a maximum of 20. There's no charge, unless a participant wants to purchase the 48-page tour booklet for \$5.00 (Booklets can be borrowed during the tour for free). A donation for your tour guide is also encouraged.

Feedback on the tour has been positive.

"People are excited about it and they really enjoy it," said Novakowski. "There's a genuine increasing interest in what happened to get us where we are today. Some of that comes from knowing labour history."

Novakowski, a retired social studies teacher and former BCTF president, is looking forward to leading some of the walking tours. For him, a significant stop is the Sinclair Centre at 757 West Hastings Street, the former main post office and site of the 'sitdowners strike' in 1938.

"They took over the post office and sat down. They wanted to be arrested. They had no jobs, no welfare and the depression was on. At least they'd have something to eat if they went to jail. One Sunday, police moved in with

tear gas and clubs. It was a very bloody Sunday. What's remarkable is the people of Vancouver rallied around those involved in the sit down. Most were working people and they understood the effect unemployment was having on the young people," Novakowski said.

Down the road, the Centre hopes to add an audio/ visual component to the walking tour. This would enable participants to view video vignettes of the sites they visit on their personal smartphone or tablet.

The FSA Board & Staff participated in a Labour History Walking Tour in 2014 and enjoyed learning from Joey Hartman, President of the Vancouver & District Labour Council.

Tours can be booked by visiting www.labourheritagecentre.ca/projects/walkingtour or by contacting the Labour Heritage Centre at 604.419.0400



Collegial Governance: Departments Jointly Appoint Departmental Administrative Positions

Heather Neun, Union Counsel



The rights of members to participate in decision-making and administration is one of the cornerstones of our collective agreement and one of the things that sets post-secondary institutions apart from other workplaces. Collegial governance is based on the principle that our faculty and staff have the knowledge and skills required to exercise judgment and organize the work required by their particular disciplines.

One way collegial governance is protected by our collective agreement is by ensuring that our members and their manager together determine which members will hold leadership roles in the workplace. Several years back, the FSA and BCIT agreed that compliance with this provision of the Collective Agreement (Article 5.2.4) was spotty. The Collective Agreement violation we frequently observed was this:

FSA members were being hired to serve permanently in roles, known as "Departmental Administrative Positions" (DAPs), rather than having the Department's members select or appoint a colleague to serve on a rotational basis.

These DAPs include such familiar positions as Program Head and Coordinator, as well as lesser known positions, like Clinical Coordinator (School of Health) and Team Lead in ITS.

The Institute agreed with the FSA that it would double down and enforce the provision. Despite the consensus, we continued to see violations and are intent on enforcing the terms of Article 5.2.4. We need our members help with this.



DAP Checklist: Things to Know



1. Terms of Reference and Limits on Duration of Appointments

The Department is entitled to develop terms of reference for these positions, including provisions for recall and the term of the appointment. However, in no case can the term exceed three years and it must be renewable (Article 5.2.4.2). In other words, incumbents are not supposed to be "hired" to fill DAPs "permanently," which is what has happened in the recent past.

2. Departmental Right to Select Incumbents and Determine Release Time of DAP

The right to appoint the incumbents to these positions belongs not to management but to the "members of the Department." This phrase means the non-managerial employees (FSA members) and the related manager. In exercising this important departmental right of appointment, each Department member — including the manager - has a single voice and a single vote (Article 1.8.5). The Department also has the right to determine the release time for these positions (Article 5.2.4.3). Departments recognized for Collective Agreement purposes are listed in Appendix 3 of the Collective Agreement.

3. Compensation for DAPs: Administrative Allowances

The incumbents of DAPs are entitled to a form of special remuneration known as an "administrative allowance." Article 15.6 sets out two levels of allowance and the higher **Level 1** allowance is the default and should be paid in all cases. If BCIT wishes to pay the lower **Level 2** allowance, they need to first obtain the FSA's agreement (Appendix 5).

Final Thoughts

Remember that your Department is defined as the non-managerial Employees (i.e. FSA members) plus the "related manager." Each member of the Department has an equally weighted voice or vote.

The departmental right to appoint the incumbents of DAPs is a right that FSA members should exercise. Part of feeling safe and healthy in your workplace is having clear, transparent processes, and exercising some level of control over how work is designed and organized (see p. 7 or our Sept 2015 newsletter for the article *Psychological Safety, Health Risk*). Appointing your program head or other DAP is an important FSA Collective Agreement right that gives FSA members the authority to participate in workplace decision-making. **Be sure to flex this right!**

If you have questions
or think your department
is not filling these
positions correctly, or
that you or a colleague
are not being paid an
administrative allowance,
please contact the FSA
at fsa@bcit.ca

Good & Welfare Program

Do you know a member who is celebrating a special event or dealing with a challenging time in their life?

Let the FSA know and we will send a small token recognizing that member's circumstance or achievement.

Contact us at 604.432.8695 or fsa@bcit.ca



Member Profile: Darryl Dube



With only three years of work at BCIT, Darryl Dube is one of many new FSA members who are changing the demographics of our union. As a Tech Rep, Darryl has seized a great opportunity to learn about how his workplace functions while contributing to his department and representing his colleagues. The next time you see a crew of students with tripods surveying the campus, say hello to Darryl. He will be the guy who looks like he's in charge.

What is the most exciting part of your work right now? In my third year at BCIT, I am fortunate enough to follow a first-year class into their second year as an Assistant Instructor within the Geomatics Department of the School of Construction and the Environment. With that, I am getting the opportunity to see the full effect of what is really happening here at BCIT as staff, rather than my prior experience as a student. I get to witness the students' confidence and abilities growing as they become ready for a career in geomatics. It's hard not to feel proud for them all.

What motivates you to be involved with the FSA? For people like me coming from a relatively small private business to BCIT, the overall structural organization can be rather intimidating in its sheer size.

As an FSA Tech Rep, I have had the opportunity to engage myself within my department in a meaningful way while being able to come to a better understanding of the overall organization. I feel like I am contributing and that has always been very important to me. I see the challenges my department faces, and recognize the importance of representing our collective interests within the Association.

How does the FSA support your work at BCIT? Efforts to improve working conditions at BCIT benefit us all. Observing in the [Tech Rep] meetings that similar themes exist Institute-wide exposes our department to possible solutions other departments may be successfully employing. The FSA is also a very valuable resource for available services and support systems for members that may not otherwise be known to new recruits.

Is there anything you'd like to see change as an FSA member? I'd like to see the Part-Time Studies instructors treated as the valuable resource they truly are. Compensation and professional development opportunities should more closely mirror those of our full-time faculty as so much of our future growth is projected in Part-Time Studies. If we intend to retain our reputation as a leader in technical education, then we are going to need to attract and retain quality part-time instructional staff accordingly.

What keeps you busy when you're not at work? If I'm not busy working, I'm busy playing. I try to play my drums daily and enjoy outdoor activities including mountain biking, snowboarding, and hockey.





Join in on an engaging conversation!

The BCIT Employee Engagement Committee's purpose is to create a community definition of an engaged employee at BCIT, through community dialogue, internal and external research, and initiatives aimed at sparking and fueling engagement.

Stay tuned to the Loop for upcoming Employee Engagement Committee sessions to participate.



New Addition!



Many of our members are familiar with the FSA Office Assistant, Marian Ciccone, and her infectious good humour and warm smile. That smile exuded pride and joy as she welcomed her first grandchild on January 7th.

Congratulations to Marian and her entire family!

Board Member Profile: Shannon Kelly



Shannon Kelly is the Communication Program Head for Part-Time Studies and has been an FSA director since June 2013. Shannon helps the FSA board stay positive in the face of adversity by using her intelligence, insight, and good humour to find the links that bring people together in respectful ways.

What is the most exciting part of your work right now? For the past few years I have been using PD to pursue research about diversity in the post-secondary setting. Now I am embarking on a wide-reaching project called Diversity Circles along with fellow board member Derik Joseph and FSA Member Engagement Officer Kyla Epstein. This project will create networking and mentoring "circles of knowledge" within our membership, to support faculty and staff in engaging our increasingly diverse student body.

What motivates you to be involved with the FSA as a board member? This is my 14th year at BCIT. My colleagues, fellow faculty, and staff from many different departments at BCIT, are amazing - I can truly say I have never worked with better people. I am on the FSA board to recognize, support, and empower all BCIT colleagues. Everyone I have worked with across BCIT is passionate and dedicated - but most people are also chronically overworked. We need to balance the equation a little better.

How does the FSA support your work at BCIT? Increasingly I find the FSA "connects the dots" in helping navigate the very complex systems, resources, and work relationships at BCIT so that as members we can count on receiving reliable information and help from the FSA to serve our best interests. We are on the front lines, helping our students and safeguarding excellence in education - but who has our backs? The FSA does.

Is there anything you'd like to see change as an FSA member? I feel like the management-employee relationship is still slipping. I hope that the Institute's interest in "engagement" might represent a genuine change in the status quo. From a communication perspective, we have a disconnect between managers and employees in many cases, and we need to address this in an impactful way if BCIT is to move forward towards greatness.

What was the last conference or course you went to? I presented a paper on Neurodiversity and Education at a conference in June 2015, my fourth paper on this subject. This is an area I am very passionate about, and I look forward to networking with others at BCIT on this topic in 2016. The Diversity Circles project encompasses many facets of diversity, including neurodiversity, cultural diversity, linguistic diversity, gender diversity. Based around the framework of an Indigenous model for community building, Diversity Circles aim to support all faculty, staff, and our students in realizing and celebrating a truly diverse and harmonious community.

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Staff Profile: Kyla Epstein



Since joining the FSA as Member Engagement Officer two and a half years ago, Kyla has facilitated a transformation of our work to be more focused on dialogue and connection with members. She has had individual meetings with well over 100 members just to find out more about their work

and how the FSA can support them. Recently, she took on the responsibility of Project Management Coordinator for the FSA office to help facilitate other changes in how we support members.

What is the most exciting part of your work? I see all of my engagement work through a lens of relationship building. Without putting in the effort to create and sustain relationships, I believe that engagement work falters and stagnates. I love having the opportunity to meet with FSA members to learn about their work. I am curious about the work that makes you proud, the work that is challenging, and the questions you face. The most important part of this work is the ability to facilitate a connection between members. Sometimes it is a professional connection and sometimes it is built around a non-work interest. Either way it gives me great pleasure to build a web between and around members and it strengthens the FSA at the same time.

Why do you think the FSA is a vital part of the BCIT community? At the core of union values for me is the FSA value of solidarity. The capacity to influence employment conditions for the better for our members comes from the collective strength that members build and sustain. I believe the FSA plays a critical role in the BCIT community as an advocate for the rights of members, a partner in protecting public post-secondary education, and a problem solver in looking for strategic approaches for protecting rights.

What is something the FSA does that members may not be aware of? Other than consume chocolate and ginger snap cookies at a rapid rate? The FSA is increasingly involved in the provincial and national arena with respect to issues facing our membership. We have built a relationship with the Canadian Association of Uni-

versity Teachers (CAUT) and are actively implementing a provincial government relations plan. For the FSA to better advocate on issues of precarious work, recognition of research, and fair employment standards for all our members, it is important that we provide a platform for amplifying the stories and work of our members.

What surprises you when working with members? My role allows me to meet with members – individually and in groups. Without exception I am consistently impressed with the variety of knowledge, experience, and interests that exists amongst our membership. I have learned so much from the incredible faculty and staff at BCIT and how their work is making a real difference not only in the lives of students but in affecting the quality of life for communities all over the world in very real and applicable ways.

The label 'social change' may not be one that many members use to describe their work. In my job I come across many outstanding examples of work being done by our members that significantly contribute to making our communities - near and far - better places. Two great examples are work being done to decrease costs for pressure testing concrete so that situations like Haiti don't happen again and work in forensic nursing to better support victims of sexual assault. More great stories about the incredible work of our members can be found in FSA Voice newsletters and on our website!

What keeps you busy when you're not at work? In addition to being a parent – which mostly involves Lego, reading great series, and standing on a soccer field – I am privileged to sit as a Trustee on the Vancouver Public Library (VPL) board. For me, public libraries are the cornerstone of a community. They are places of discovery, inspiration, and connection. As the only indoor, free public space, libraries are an equalizer irrespective of the barriers someone may face. I am particularly proud of VPL's new digital production space, our services for people with print disabilities, and the Vancouver Inspiration Pass which allows people access to over 20 cultural institutions, as well as the overall depth and quality of programming and learning opportunities.

Do you have news or a story that you think other FSA members should know about?

Consider contributing to the FSA Voice! Contact Kyla at kepstein@bcit.ca



(Members Beyond BCIT)

In addition to making BCIT work, FSA members' professional contributions reach far and wide. Sheila Early is an FSA member and a Forensic Nurse teaching in the BCIT Forensic Science and Technology department. In May 2015 Sheila was highlighted in an issue of Canadian Nurse™ for the work she does in the field and as the president (now past) of the International Association of Forensic Nurses.

Read more about Forensic Nursing's Game Changer: https://goo.gl/rEyBdM



LINK magazine is making a stronger effort this year to include extraordinary BCIT faculty and staff stories in the pages of their monthly magazine, to accompany the great student stories they already share.

If you have a great story/research project/ idea to share - be it personal or related to your school - email editor@linkbcit.ca and help them tell the very best stories from BCIT and Beyond. www.linkbcit.ca

Bullying & Harassment What to Do?

The FSA takes harassment and bullying in the workplace very seriously and we make every effort to protect our members from it. But sometimes it happens and that is why we would like our members to know how to identify bullying and/or harassment and know what to do if you feel you are the victim of bullying or

Bullying and harassment can take on many forms, is sometimes difficult to identify, and can happen quickly or slowly over time. If you feel that you are being bullied or harassed we urge you to review BCIT's harassment and bullying policy online at http://www.bcit.ca/files/pdf/policies/7507.pdf

Once you have reviewed the policy and you still feel that you are being harassed or bullied, or you are just not sure, you should contact the Union at fsa@bcit.ca or the BCIT Harassment and Discrimination Advisor, Jennifer Walker: Jennifer Walker@bcit.ca

All correspondence will be kept strictly confidential and you can contact either party or both depending on your individual situation. It is important to deal with harassment or bullying as quickly as possible as the long term effects can be devastating.

The FSA is proud to join the BCIT community on Pink T-Shirt Day to stand up against discrimination, bullying, and harassment!



Wear pink on Feb 24 and unite to keep our community free from discrimination, bullying and harassment!









Check Out the FSA Online

twitter*

twitter.com/BCITFSA

Linked in

search 'BCITFSA Group'

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

loop.bcit.ca/groups/BCIT-FSA BCIT internal only

Upcoming Events

Jan 27 General Meeting 2:30-4:30 Town Square A&B

Feb 10 Tech Rep Meeting 2:30-4:30 SW3 2605

Feb 17 Board of Directors Meeting 4:00-9:00pm SE16 116

find out more on bcitfsa.ca/calendar

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The BCIT Faculty and Staff Association Team



Teresa Place President



Silvia Raschke Vice-President



Terry Gordon Treasurer & Director



Karl Hildebrandt Director



Derik Joseph Director



Shannon Kelly Director



Joe Newton Director



Ted Rutledge Director, Associate Members



Kenzie Woodbridge Director





Paul Reniers Executive Director



Heather Neun Union Counsel



Christine Nagy Labour Relations Rep



Tess Rebbitt



Ken Howie Labour Relations Rep



Sascha Swartz LR Information Officer



Kyla Epstein Member Engagement Officer



Maria Angerilli Executive Assistant



Marian Ciccone Office Assistant