

Support Staff Relations Committee Meeting Minutes

August 18, 2009

Support Staff Relations Committee members present: Stephanie Peterson, Sondi Burnell, Ranae Hamor, Lynda Hendrickson, Karla Landers, Nettie Vaverka, & Kristin Lovig

We discussed revisions that needed to be made on the planning instructions document for the Fall Luncheon. Lynda will post the instructions to the website once Stephanie has sent them out for everyone to approve. Ranae will also send this document to the planning committee for the 2009 Fall Luncheon.

We will meet on Wed. Aug. 26th to discuss some main points that we want to bring up at the Presidential Search Firm Luncheon on Monday, Aug. 31st.

Respectfully submitted,
Karla Landers - SSRC Secretary

The next committee meeting is scheduled for September 8, 2009.

The Support Staff Relations Committee (SSRC) is concerned with working conditions and general benefits at Grinnell College. The SSRC is not mandated to involve itself with personnel matters relating to specific incidents or individual cases.

Feel free to contact the current members!

<i>Stephanie Peterson, Chair</i>	<i>Academic Support, Science 1232</i>	<i>ext. 4107</i>	<i>petersos@grinnell.edu</i>
<i>Sondi Burnell</i>	<i>Academic Support, Goodnow 107</i>	<i>ext. 4343</i>	<i>burnell@grinnell.edu</i>
<i>Ranae Hamor</i>	<i>Dining Services, JRC (Baking)</i>	<i>ext. 3661</i>	<i>rhamor@partnercom.net</i>
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<i>Kristin Lovig</i>	<i>Human Resources, OGF 216</i>	<i>ext.4974</i>	<i>lovigkk@grinnell.edu</i>

Support Staff Relations Committee Special Meeting Minutes

August 26, 2009

Support Staff Relations Committee members present: Stephanie Peterson, Karla Landers, Sondi Burnell, Ranae Hamor, Lynda Hendrickson, & Kristin Lovig

We met and discussed qualities that were important for the new president to possess.

- 1) Visibility in the community of Grinnell
- 2) Approachable
- 3) Main Chief of Staff
- 4) Let the firm know that our benefits that we have already are important to maintain

Respectfully submitted,
Karla Landers - SSRC Secretary

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Support Staff Relations Committee Meeting Minutes

September 8th, 2009

Support Staff Relations Committee members present: Lynda Hendrickson, Ranae Hamor, Karla Landers, Stephanie Peterson, & Nettie Vaverka

- 1) Ranae brought to the committee's attention the responses received from the Fall Luncheon planning committee. Kristin offered that HR would plan this semester's Staff Luncheon, and more discussion would occur on future luncheons and selection of the planning committees.
- 2) Details of the Fall Open Meeting were discussed. Possible time would be 2-3:30 p.m. during Fall Break. Possible topics and speakers were 1) Update/overview of the Campus Climate Survey with Elena Bernal 2) Wellness update with Jennifer Jacobson 3) Budget update from President Staff 4) Angela Harrington from the Chamber of Commerce & 5) Staff Handbook update.

Respectfully submitted,
Karla Landers - SSRC Secretary

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Support Staff Relations Committee Meeting Minutes

October 8, 2009

Support Staff Relations Committee members present: Stephanie Peterson, Kristin Lovig, Sondi Burnell, Karla Landers, Lynda Hendrickson, Ranae Hamor, & Nettie Vaverka

- 1) Ranae & Sondi have volunteered to be on the Ombuds Committee. We will recommend to Mark Schneider that a representative from the Administrative Staff should be selected to be on the committee also.
- 2) Fall Open Meeting:
 - a. We looked over the schedule and approved the invitation that Lynda and Sondi worked on for publication. Lynda will post it on the website and print 4-5 hard copies for the Dining Staff. Sondi will submit an announcement to the Campus Memo.
- 3) The President and Treasurer Offices will be picking up the tab for the Staff Luncheon. HR decided to have a gourd decorating contest in the various departments around campus. Entries will be judged at the Staff Luncheon. It was discussed and decided that HR will help plan future luncheons with the help of a couple volunteers from other departments who fall into the rotating planning schedule.

Respectfully submitted,
Karla Landers- SSRC Secretary

The next committee meeting is scheduled for November 5, 2009.

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Fall Open Staff Meeting - Minutes October 22, 2009 2:00-3:30 pm, JRC-101

Nettie Vaverka introduced the members of the SSRC, briefly explained the role of the SSRC, and described some of the things we have been working on so far this year:

- revised the luncheon planning document, started last spring by Shannon Geisinger.
- met with Peter and Maggie from Isaacson, Miller - the search firm for our presidential search.
- met in a focus group with the outside reviewers of College policies regarding staff hiring and performance reviews and actions.
- two SSRC members will serve on the ad-hoc ombuds committee.

We are open to suggestions for future meeting/discussion topics.

Our first guest speaker was **Elena Bernal '94, Vice President for Diversity & Achievement**, with an update on the campus climate assessment. Soon Rankin and Associates will finalize the Executive Summary report for the College. This type of document is often quite long, and we should get an announcement that it is available a couple days before the presentation being planned during the November 9-10 visit by Rankin and Associates. There will be opportunities for all members of the campus community to meet with them, so watch for the schedule. This is the "time to act" – these discussions are to initiate actions. There are many groups interested in this report; the Executive Summary will also be made available to the presidential search firm and potential candidates, as well as the outside reviewers for hiring/performance policy and the Board of Trustees. Elena also noted that a list of all committees on campus is in the works and will be available soon. This is a resource that could be valuable to find out what different committees are out there and how to contact them.

The second guest speaker was **Jennifer Jacobsen '95, Wellness Coordinator**. The wellness program includes many ways for employees to stay well:

- [reimburses](#) faculty and staff for 50% of the cost of approved wellness activities, up to \$150 per employee (last year less than 100 faculty and staff took advantage of this)
- provides [release time](#) from work (1 hour/week for regular full-time employees)
- take a P.E. class (as your one free class per semester per employee [education benefit](#)); many instructors will work with you if your schedule doesn't quite fit with the scheduled class times.
- intramural sports
- Freedom from Smoking program
- a Wellness listserve; send message to wellness-join@lyris.grinnell.edu to sign up.
- visit the [Wellness website](#) for more.

Jennifer is currently gauging interest in bringing a 13-week Weight Watchers program to campus, and exploring participation in the [Live Healthy Iowa](#) program. Contact her if you have interest in either of these, or if you have questions in general about some aspect of the wellness program. 269-3704, jacobsen@grinnell.edu

Our third guest speaker was **Marci Sortor, Vice President for Institutional Planning and Associate Dean**, with an update on the economic environment and College budget planning. Our reduced spending last Fiscal Year (FY 2009), along with slightly higher student revenues than expected, left the College with about a \$3.4 million surplus. Typically a surplus is returned to the endowment, but the Board of Trustees will allow us to hold onto last year's surplus for up to 2 years, in case the economy gets even worse. To put that \$3 million in perspective: the College's operating budget is about \$84 million per year, with about 50% coming from the endowment and about 27% coming from tuition and fees.

This year (FY 2010), it is expected that donations and gifts, federal grants, student revenues, and the endowment will all be down from the previous year. Everyone did a good job at reducing department spending last year. That level of spending last year is about what departments have budgeted this year, so things are tight but not really cut any more than what you already experienced. The College has slightly reduced staffing through attrition, but it has not sent anyone home for budgetary reasons. As we all know, the FY 2010 budget did not include a salary pool. Clearly, we all feel the effects of these measures.

The College is just starting to plan for FY 2011 (next year's budget). There is a small tuition increase planned, but one goal is to keep the tuition increase low. Another goal is to have a pool for wage increases, but at this point most details about the budget are still unclear. One question the Board and Budget Steering Committee are asking themselves is: How does the budget need to change to be sustainable for the next five years?

Our last guest speaker was **Angela Harrington, President of the Grinnell Chamber of Commerce**. The Chamber has revamped its marketing, with a goal of a more consistent image. She passed out new printed materials. The Chamber of Commerce is the hub for the community calendar and events (like the Friday Fests), and the official place for tourism/visitors to the city. In addition to the [Chamber of Commerce website](#), they now have a presence on Facebook and are starting to Twitter, and the weekly newsletters (you may be receiving them by email) about happenings in Grinnell are now archived on the Chamber website. (Not to be confused with the [city website](#) which has different kinds of information, and there is a new "[soft news/ads](#)" website started by a local entrepreneur and featured in the last Chamber newsletter.)

Angela had lots of information to share about how Grinnellians spend their dollars. For example, compared to peer cities in Iowa, we top the charts in philanthropic giving but spend 30% less on retail within our own zip code than our peers do in their zip code. A class taught by Doug Caulkins is investigating why that is and how to decrease that difference in local spending. Our restaurant and grocery spending already helps pull our local spending up. Appliance spending has been an area in the past where there was a "leak" to out-of-town merchants. The Chamber is looking for entrepreneurs to start a Play-N-Trade Video Game store in Grinnell. You can also help by letting Angela know specifically what products you shop for out of town.

Grinnell College is a member of the Chamber of Commerce, so all College employees are therefore also members. Grinnell College has members on the Chamber board: Houston Dougharty, Monica Chavez-Silva, and the SGA President.

The open meeting concluded with a short presentation by Sondi Burnell about the ad-hoc ombuds committee. Two members of the SSRC will serve on the ad-hoc committee: Sondi Burnell and Ranae Hamor. The ad-hoc committee is exploring whether the college needs ombuds service and what form it should take. Sondi read a few statements from peer institutions' ombuds services, as posted on their websites. For example, an ombudsperson operates on three basic principles: neutrality, independence, and confidentiality; they provide a neutral and safe environment for informal discussions of a concern/complaint, and offer advice on campus resources to resolve conflicts. The SSRC has posted some resources about ombuds on the [SSRC website](#); if you have questions or comments contact Sondi or Ranae. The ad-hoc committee is seeking a representative from administrative staff to make the committee complete and enabling it to move forward with its information gathering and recommendations to the College. The open meeting adjourned, and administrative staff were asked to stay. There were three volunteers from the administrative staff to serve on the ad-hoc ombuds committee; all three names were submitted to Mark Schneider, Chair of the Faculty and organizing force behind the ad-hoc committee.

Respectfully submitted,
Stephanie Peterson

Web links featured in this document:

- Wellness information: <http://www.grinnell.edu/athletics/wellness/>
- Reimbursement/release time information: <http://wm.grinnell.edu/athletics/wellness/programs/>
- Education benefit: <http://www.grinnell.edu/offices/benefits/adminemploy/benins2/>
- Live Healthy Iowa: <http://www.livehealthyiowa.org/>
- Chamber of Commerce: <http://www.grinnellchamber.org/>
- City of Grinnell: <http://www.grinnelliowa.gov/>
- OurGrinnell.com ("soft news/ads"): <http://www.ourgrinnell.com/>
- SSRC website with ombuds information: <http://www.grinnell.edu/offices/humanresources/ssrc/>

Support Staff Relations Committee meeting minutes November 5, 2009

Support Staff Relations Committee members present: Sondi Burnell, Ranae Hamor, Lynda Hendrickson, Stephanie Peterson, Kristin Lovig.

Stephanie asked the committee members to mark their calendars to attend the Monday, November 9, 2009, presentation of the Campus Climate Assessment results. The presentation for all staff is Noon-1:30 pm in the Forum South Lounge, presented by Dr. Sue Rankin and Dr. Stefani Bjorkland. The Executive Summary was made available today at <http://www.grinnell.edu/offices/president/diversity/>. We asked Kristin to find out if staff will be paid to attend this, and whether we are allowed to close offices in order to attend. Ranae said it would be nearly impossible for any Dining Services staff to attend because it coincides with their busy lunch service; we thought she should contact Elena directly about that concern.

Our agenda for today's meeting includes:

- visibility of the SSRC website
- open meeting in October
- staff luncheon

Visibility of the SSRC website

Where are the links now, and where should they be on the new College website? We agreed it would be nice if we could have a link on the "Resources" tab of the new College website, as well as being linked from our traditional location within the Human Resources page. In fact, we would like to see all the committees somehow linked from the "Resources" tab, maybe a page with a list of all the committees on campus, with links from that if any committees have pages. Someone thought Jen Krohn had the compiled list of all committees; Lynda thought she could talk to Jen with our idea.

Open Meeting in October

We discussed confusion about who was invited, how to improve communication beforehand about the meeting, and the timing of the meeting in terms of who can attend. Though we heard from some staff that break is not a good time because that's when some are able to take vacation time, overall we feel that during break continues to be the best time to offer an open meeting; it is easier for many people to leave their office, and definitely easier for Dining Services staff to attend. Kristin noted that last year's benefit fair was not held during an academic recess, and it was less well attended than usual. Ranae mentioned that 9:00 am might also be a good time for Dining Services to attend.

Staff Luncheon

Kristin reported about 140 staff attended the fall staff luncheon in October. We discussed the next luncheon steering committee. We agreed that offices on the planning rotation need more notice. Ranae will work on getting contact names for the offices on the Spring 2010 rotation and contact them soon.

Other New Business

The ad-hoc ombuds committee will next meet on Nov 6.

The focus of our next meeting will be staff issues in the executive report from the campus climate assessment. October committee minutes were not read; Stephanie will distribute them by email.

The next SSRC meeting is scheduled for 12/1/09.

Respectfully submitted,
Stephanie Peterson - SSRC Secretary

The next SSRC committee meeting is scheduled for December 1, 2009.

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Support Staff Relations Committee meeting minutes

December 1, 2009

Support Staff Relations Committee members present: **Kristin Lovig, Stephanie Peterson, Ranae Hamor, Karla Landers & Sondi Burnell**

1. Thoughts and Ideas were discussed on the **Campus Climate Survey** and **Hiring and Firing** reports as far as what we can do as a committee.
 - a. Educate and Communicate Theme
 - b. Make benefits known among departments
 - c. Supervisory Meetings: These aren't mandated – should they be??
 - d. What are the steps in getting suggestions worked on?

2. **The Ombuds Committee – thoughts on the campus informational meeting held in South Lounge**
 - a. How do we see this working on our campus?
 - b. Retired employees and campus volunteers
 - c. What role would the volunteers play?

Respectfully submitted,
Karla Landers - SSRC Secretary

The next committee meeting is scheduled for January 5, 2010.

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Support Staff Relations Committee meeting minutes

January 5, 2010

Support Staff Relations Committee members present: **Sondi Burnell, Karla Landers, Ranae Hamor, Kristin Lovig, Lynda Hendrickson, and Stephanie Peterson**

1. We discussed the clarification of administrative staff and essential staff when the college closes like in the case of bad weather. Staff should discuss this topic with their supervisors ahead of time so they know if they're considered essential staff or not, and what to do if they aren't able to come to work.
2. More discussion on Education / Communication theme.
 - a. Talked about Laurel Leaf distribution in regards to print versions to staff without computer access.
 - b. What is the possibility of having tours of the new athletic facilities when they're finished?
 - c. Discuss with Elena Bernal ideas of how to improve communication.
3. Spring Luncheon – contact departments for volunteers to help HR w/the planning.

Respectfully submitted,
Karla Landers

The next committee meeting is scheduled for February 2, 2010.

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Support Staff Relations Committee meeting minutes Tuesday, February 02, 2010

Support Staff Relations Committee members present: *Kristin Lovig, Ranae Hamor, Karla Landers, Lynda Hendrickson, & Stephanie Peterson*

MEETING REPORT

- Information about a tour of the new Athletic Center when finished:
 - At this time, it is too early to know when this might be possible. It sounds as if SGA is also interested in scheduling a tour.
- Spring Luncheon:
 - Ranae will send out a reminder to the coordinating committee.
- Laurel Leaf paper copies:
 - A request will be put in to have some sent to Dining Services for the employees.
- Discuss visibility of SSRC on college website:
 - Since the switch over to Drupal, Lynda put a link of the SSRC webpage under the Resources tab on the new college website. The SSRC webpage can also be accessed under Related Links on the Human Resources home webpage.
- Staff Governance/Committee:
 - How do we communicate across campus? How do we gather input? Is this an area that should be explored more? Plan on discussing this more at the March meeting.

Respectfully submitted,
Karla Landers - SSRC Secretary

The next committee meeting is scheduled for March 4, 2010.

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Support Staff Relations Committee meeting minutes Thursday, March 4, 2010

Support Staff Relations Committee members present: *Sondi Burnell, Ranae Hamor, Kristin Lovig, Karla Landers, Stephanie Peterson, and Lynda Hendrickson*

Meeting Report

- **Staff Governance/Committee:**
 - Mark Schneider, Chair of the Faculty, came to talk about faculty governance and helped us see how that might work with staff. This would be a way to encourage staff to have more of a say in issues and decisions.
- **Spring Meeting:**
 - Chose Wednesday, April 14th at 2 p.m. as the date to have the meeting.
 - Agenda: Elections and possible speaker ideas include the new president Dr. Kington, Angela Harrington from the Grinnell Chamber of Commerce, and Joyce Stern regarding the changes in the Health Center and new mental health counseling.
- **Publicity for the committee:**
 - Kristin provided us with some brochures and SSRC information that was created in the past as a way to advertise the committee.
 - How can we get the word out since the elections are coming up soon?
- **Spring Luncheon:**
 - There have been some people volunteer to help Human Resources with the planning of the Spring Luncheon. Kristin asked Stacey Koehler to coordinate that event.

Respectfully submitted,
Karla Landers - SSRC Secretary

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Support Staff Relations Committee meeting minutes

Thursday, March 18, 2010

Support Staff Relations Committee members present: *Kristin Lovig, Sondi Burnell, Ranae Hamor, Lynda Hendrickson, Karla Landers, & Stephanie Peterson*

Meeting Report

- 1) Discussed and made revisions to the poster Sondi put together announcing the Spring Staff Meeting. Also discussed revisions for the SSRC brochure that will be sent out to all support staff prior to the meeting. This brochure will also be handed out to new staff by HR.
- 2) Discussed the Spring Staff Meeting Speakers and order of agenda. The meeting will be held on Thursday, April 15th as Angela Harrington will be out of town on the 14th.
 - a. Bill Francis or Brenda Strong - Handbook Committee update
 - b. Kristin Lovig – Benefits part of the handbook & performance review pilot update
 - c. Angela Harrington - Chamber of Commerce; we will have her speak first and ask her to leave so she isn't present when other topics pertaining to campus are discussed.
 - d. maybe have Mickey Munley - Development Office 10K in 2010
 - e. Dr. Kington's schedule probably won't coincide with our Staff Meeting. Maybe we can meet with him separately just the SSRC committee.
 - f. We decided that it would be better to have Joyce Stern talk about the Health Center and the Mental Health changes going on at the Fall Staff Meeting after the director and other positions have been hired.
- 3) Discussed the idea of having a staff organization committee (self-governance) like the faculty has with the FOC. How would this look for staff? What ideas or thoughts do we have? We will discuss this more at the April meeting.

Respectfully submitted,
Karla Landers - SSRC Secretary

The next committee meeting is scheduled for April 8, 2010.

The Support Staff Relations Committee (SSRC) is concerned with working conditions and general benefits at Grinnell College. The SSRC is not mandated to involve itself with personnel matters relating to specific incidents or individual cases.

Feel free to contact the current members!

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Support Staff Relations Committee meeting minutes

Thursday, April 8, 2010

Support Staff Relations Committee members present: Lynda Hendrickson, Stephanie Peterson, Nettie Vaverka, Sondi Burnell, Kristin Lovig, and Karla Landers

Meeting Report

- 1) Reviewed the agenda for the Spring Staff Meeting on Thursday, April 15, 2010 from 2-3:30 p.m. Some extra announcements that will be made are the following:
 - a. The Live Healthy Finale is April 27th from 4-7 p.m. in JRC 101
 - b. Meg Bair will speak on the Selah Celebration on Saturday, May 1st which runs all day with a variety of activities for the whole Grinnell College Community and their families.
 - c. There will be a bone marrow registry on Tuesday, April 20th in the JRC.
- 2) The SSRC brochure was very well done. It will clarify questions about our committee and what we do, especially when the Omsbud decision is made. This will probably be in the fall.
- 3) An email reminder will go out about the Open Staff Meeting.

Respectfully submitted,
Karla Landers - SSRC Secretary

The next meeting is the Spring Staff Meeting scheduled for April 15, 2010.

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Feel free to contact the current members!

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Spring Open Staff Meeting Minutes
April 15, 2010
2:00-3:30 pm,
Forum South Lounge

Nettie Vaverka, co-chair, opened the meeting and introduced the various speakers.

Guest speakers

- **Angela Harrington, President of the Grinnell Chamber of Commerce**
 - Encouraged people to use local contractors and vendors when buying supplies for the storm damage repair. There are a lot of outside businesses soliciting to help with repair of the storm damage. The revenue that could be produced by local sales is huge.
 - There are several big summer events in the works for Grinnell. These include: **June 4th-6th** –Friday Fest, The Grinnell Games, Kites Over Grinnell, & the Aquatic Center Opening
July 2nd-4th – Fourth of July weekend events
Ag Appreciation Day – late summer
 - If people are interested in signing up for the chamber’s weekly newsletter, go to the chamber’s website at <http://www.grinnellchamber.org/>
 - There is a plan to open a retail coop to help local independent businesses sell their wares. More information will follow soon.

- **Update on Staff Handbook**
 - Brenda Strong, co-chair of the committee reviewed the “employment” section of the Staff Handbook.
 - Kristin Lovig spoke on behalf of the Benefits Committee which is reviewing the “benefits” section of the handbook.

- **Performance review pilot program**
 - Kristin Lovig – the evaluation form is still being finalized. An email will come out when it is finished and can be used.

Event Announcements

Selah – Meg Bair spoke on the Selah Celebration which will take place on Saturday, May 1st. This celebration will run all day with a variety of activities for the whole Grinnell College Community and their families. Lunch is provided.

<http://www.grinnell.edu/selah/>

Bone Marrow Registry Drive – April 20th from 9-3 in JRC 101. The Bone Marrow Drive is both an opportunity to be added to the registry of possible bone marrow donors, and a fundraiser for the Marrow Donor Program. The process for getting on the registry is painless and simple -- donors will need to fill out some paperwork and have their cheeks swabbed for tissue typing.

Live Healthy Grinnell Finale, and wellness fair –9 college teams with 56 participants took the Live Healthy wellness challenge. All together they have logged around 6000 miles! The season finale celebration and local wellness fair will be held Tuesday, April 27th, from 4-7pm, in JRC-101. **Everyone** is welcome to come cheer the top teams and get information about summer wellness programs.

SSRC Activity Updates for this academic year.

- Revised the staff luncheon planning document, started by Shannon Geisinger last spring, finalized at this year's first meeting.
- This year our input was requested and we were listened to in the following ways:
 - Invited to lunch and met with presidential search firm representatives.
 - Invited to lunch and met with the external reviewers of college policies regarding staff hiring and performance reviews and actions.
- The SSRC has been asked to represent staff in the following ways:
 - Two SSRC members have been serving on the ad-hoc ombuds committee: Sonni Burnell and Ranae Hamor. [The ad-hoc ombuds committee will hopefully be ready to give their recommendation at a faculty meeting later this year.]

- A Campus Technology Committee was started up and solicited the SSRC for support staff membership: Sondi Burnell and Stephanie Micetich are serving.
- The Staff Handbook Review Committee requested participation by the SSRC co-chair: Nettie Vaverka.
- In response to our increased involvement in campus committees, the SSRC met with the Chair of the Faculty to explore how faculty committee memberships work, and began contemplating what types of processes might work for staff. [This is something next year's SSRC might choose to continue.]
- Through discussions in our monthly meetings about how to improve communication on campus, an SSRC member worked with the management staff in Dining Services to improve communication methods in that department.
- We have tried to increase the visibility of the SSRC online; we are now listed on the Offices page under Resources and are still linked from the Human Resources page. There you can find contact information for current members, or you can always send comments to our email address, SSRC@grinnell.edu.

Recognition of past SSRC members

All past SSRC members present at the meeting were asked to stand to show people who all has served before.

Election Time

The committee consists of five members and one alternate. Sondi and Nettie continue into next year with the second year of their terms. We typically meet once a month for about an hour.

There are now four vacant positions on the SSRC:

- two positions that are two-years in length
- one position that is one year in length
- one alternate position, also one year in length

Nominations were:

Denise Kaisand (Dining Services)
Larry Willson (Dining Services)
Karla Landers (Burling Library)
Pam Montgomery (Conference Operations)

While votes were counted, Kristin asked for any comments or concerns for the committee. There were several good questions asked during this time, and it was voiced later that several people appreciated having this time to have a “safe” discussion.

Election results:

Pam Montgomery and Karla Landers fill two-year terms.

Larry Wilson gets the one-year term.

Denise Kaisand is the alternate.

Current members who will serve the second-year of their term in 2010-2011:

Sondi Burnell

Nettie Vaverka

Members finishing up their terms this semester:

Lynda Hendrikson

Stephanie Peterson

Ranae Hamor