

SNC Visual and Performing Arts Operations

Memo

To: Brittney Fritz
From: Fiona Laffey
CC: April Beiswenger
Date: April 1st, 2024

Subject: Student Employee Training

The training program for student employees in Visual and Performing Arts is student led. This needs to be changed.

When speaking with other student VPA technicians, we have come to the consensus that training for the position needs to be improved. The areas which are most neglected due to student-led training are as follows:

- **Cable Coiling:** This is a difficult skill to teach due to the intuitive nature of coiling. Bethany used to teach the Coiling class, but her position has been terminated due to budget cuts.
- **Hanging Lights:** Students often forget to verbalize key steps related to hanging a light. There has been a decrease in safety cable usage which not only puts the equipment in jeopardy, but the safety of our patrons in jeopardy.
- **Wired Microphone Setup:** Wired Mics are used for very few events throughout the year. That being said, only 3 student employees understand the set-up process. If those employees graduate or are not working at the event, the set-up time for the event will increase.
- **Live Streams:** While all employees are trained on the Birder Hall Live Stream system and processes, only 5 employees are trained on the Walter Theatre Live Stream system and processes. Due to the increased request for live streamed events in the Walter, the 5 employees who know how to run a Live Stream are forced to go over hours to work multiple events.

Currently, students are in training for 2 shifts per event space (Birder Hall, Webb Theatre, and Walter Theatre). Each shift averages 5 hours. This means each student received only 30 hours of training. Due to the complicated nature of Technical Theatre and the expensive equipment used daily, I would recommend the following training requirements:

- 1 Coiling Class per week after our Tuesday meetings.
- 2 Light Hanging Workshops using decommissioned lights on the ground floor.
- 5 hours of additional non-event training

I would appreciate it if these training sessions were integrated by the Fall 2024 semester for new student hires and experienced employees.

Correspondence Portfolio

To: Paige Daul <paige.daul@snc.edu>
From: TicketMaster <amex@ticketmaster.com>
Date: June 1, 2024
Subject: Harry Styles Tickets

Hello Paige,

Congratulations! You win 2 free Harry Styles Tickets!

You have been selected from the American Express Lottery for 2 free Tickets to Harry Styles's concert on August 26th at 7 pm at the United Center. To receive your tickets, log into your TicketMaster account and click on the 'Offers' tab. There you will see the official ticket offer. Click 'Accept' to have the tickets added to your TicketMaster account. You can transfer the tickets to another TicketMaster user by clicking 'Deny'.

We look forward to seeing you at Harry's House!

Best,

TicketMaster

Correspondence Portfolio

To: Elizabeth Laffey (elaffey@gmail.com)
From: Fiona Laffey (fiona.laffey@snc.edu)
CC: Kathleen Laffey (kathleenlaffey@gmail.com)
Date: December 10th, 2024
Subject: Request for the return of your "Favorite Shirt"

Dear Ms. Laffey,

It is a true delight when one finds an article of clothing they feel good in. The confidence gained from wearing well-fitting clothes is immeasurable.

You have requested the return of your "favorite shirt" after seeing it work by me, your younger, cooler sister.

The shirt in question was gifted by you to me on December 7th, 2024. The shirt was the blue, square neck top you purchased on August 17th, 2024 during my week-long visit. The shirt you are requesting is one now in my possession, as you texted me "Come downstairs and take any giveaway clothes before I donate them". The blue shirt was included in the pile of giveaway clothes and therefore gifted to me at your request.

I want you to be completely satisfied with your wardrobe. If you wish to receive the shirt, you may provide another article of clothing from your wardrobe suitable for my preferences in exchange. If this is not an agreeable solution, you may contact our mother who is CC'd on this email.

Our ability to share clothes has created a strong bond lasting 19 years, and whether you choose to trade for the shirt or let me keep it, I want you to be completely satisfied.

Best,
Fiona Laffey

St. Norbert College English Department

100 Grant Street
De Pere, WI 54115
#1089

June 10th, 2024

Paul MacRae
Author
MacRae Writing Inc.
132 Sesame Street
New York, NY

Dear Mr. MacRae:

Subject: Request for *Business and Professional Writing: A Basic Guide*

I would like to request a copy of your textbook, *Business and Professional Writing: A Basic Guide*, Second Edition.

The copy can be sent digitally to fiona.laffey@snc.edu or physically delivered to the following address:

100 Grant St.
De Pere, WI 54115
#1089

My credit card number is 1234-1234-1234. The expiration date is 05/25.
If you have any questions feel free to contact me at fiona.laffey@snc.edu.

I look forward to enjoying your informative work.

Best,
Fiona Laffey

Fiona Laffey
Writer

FL/pm

SNC Visual and Performing Arts Operations

100 Grant Street
De Pere, WI 54115
#1089

August 26th, 2024

Joe Firman
Technical Director
SNC VPA Ops
100 Grant Street
De Pere, WI 54115

Dear Mrs. Fritz:

Subject: Student Workers Struggling with Current Compensation Plan

Throughout the past two years, student employees at St. Norbert College have been denied the opportunity for pay raises. Unfortunately, tuition costs have risen by \$5,000 since 2021. Students are overwhelmed by increasing costs and stagnating pay opportunities.

This situation began in 2021, when the base pay for student employees increased from \$7 to \$10, with the opportunity for a \$1 raise per year of experience. Unfortunately, St. Norbert College was unable to sustain these raises due to increasing financial troubles. In 2023, all pay rates were frozen. This pay freeze combined with tuition increases has caused students to seek out additional employment outside of St. Norbert College. Being forced to work extra jobs affects students' academic experience, as they cannot dedicate the appropriate time needed to succeed.

Currently, you act as the VPA student employees' direct manager as Technical Director. With the need for two Student Leaders this year, their duties have increased exponentially with the growth of SNC VPA. They are woefully under compensated for the additional tasks they take on as Student Leaders. For example, we have had 3 Student Leaders leave in the past semester, due to the financial burden they faced with rising tuition costs and stagnating pay.

Correspondence Portfolio

Students can receive raises if the direct manager meets with the Dean of the department. We are asking you to meet with the Dean of VPA, Dr. Eric High, to request a \$1 raise for the two Student Leaders. For just \$1 per student, you can guarantee they will not seek other employment.

Please meet with Dr. High by August 1st, 2024 to ensure your Student Leaders remain under your management.

On behalf of SNC VPA Student Leaders, we thank you for your efforts.

Best,

Fiona Laffey

Fiona Laffey
VPA Student Leader