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Denis Goulet
Commissioner

April 7, 2015

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize Julie Seiger, Information Technology Manager III, pursuant to RSA 4:8, and Administrative Rule 311.10, to accept a \$100 gift certificate from the University of New Hampshire (UNH) Professional Development & Training to help offset the cost of taking a course to improve her ability to manage time critical projects.

EXPLANATION

The Department of Information Technology (DoIT), supporting the Department of Transportation, is responsible for managing many important IT projects in various phases, all competing for resources. As Assistant Information Technology Leader, Julie plays a key role in supporting these projects and helping to allocate IT resources. The University of New Hampshire at Manchester offers a course through UNH Professional Development and Training, titled *Strategies for Increased Productivity*. This course will help her to improve her supervisory skills and learn techniques to efficiently manage IT resources. DoIT supports Julie's request to register for this course. The Department has been given, by UNH, a \$100 gift certificate that will reduce the \$235 course registration fee to \$135.

Expenses for the event will include:

- Admission: \$235 - \$100 Certificate = \$135
- Hotel and food: \$0
- Auto Mileage: Personal auto being used and no mileage being charged

The Department of Information Technology respectfully asks for approval of this request.

Respectfully submitted,

Denis Goulet

DG/dcp
2015-158



**University of
New Hampshire**

PROFESSIONAL DEVELOPMENT & TRAINING

\$100 Certificate

Good towards tuition for a
Noncredit Seminar or Workshop

offered by UNH Professional Development and Training

In Durham, Manchester, and Portsmouth

Linda Ant

June 30, 2015

Not redeemable for cash. Not applicable to online courses.
Must be used by June 30, 2015.

Can be used towards the cost of one noncredit course.
For a listing of current Professional Development offerings, go to:
www.learn.unh.edu/training