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GOVERNOR Margaret Wood Hassan
CHAIRMAN Debra M. Douglas
COMMISSIONER Paul J. Holloway
COMMISSIONER David L. Gelinis
EXECUTIVE DIRECTOR Charles R. McIntyre

April 13, 2016

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

REQUESTED ACTION

The New Hampshire Lottery Commission requests authorization to enter into an Educational Tuition Agreement and to pay costs not to exceed \$1,110.00 as follows:

INSTITUTION: Online
Southern New Hampshire University
2500 N. River Road
Manchester, NH 03106

COURSE: OL-125 Human Relations in Administration
COURSE DATE: June 13, 2016 – August 9, 2016

EMPLOYEE: Sandy Goulet
Agency Audit Manager

DISTRIBUTION CODE: Funds to be encumbered from the following
account: New Hampshire Lottery Commission, Lottery
Division
06-083-083-830013-10290000
Training 066-500544

TOTAL COURSES COST: \$1,110.00

STATE SHARE: \$1,110.00

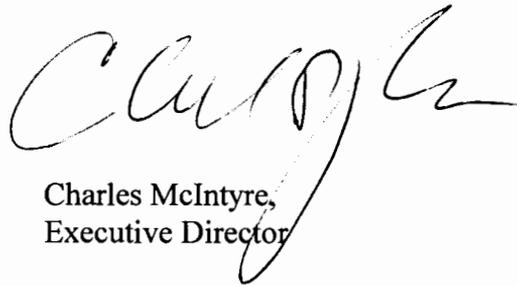
SOURCE OF FUNDS: Lottery fund



EXPLANATION

Sandy Goulet is currently an Agency Audit Manager at the New Hampshire Lottery Commission. The Human Relations in Administration course will provide Sandy with additional knowledge needed for her position as an Audit Manager and will improve her skills in human relations that contribute directly to higher productivity. Skill areas of leadership, motivation, communications, group dynamics, organizational development, stress and time management are covered and each of these skills will help her learn techniques for becoming a more effective subordinate, peer and person. The Human Relations in Administration course will add to Sandy's continued growth and performance in her current position as Audit Manager at the New Hampshire Lottery. The employee will be attending the course on her own personal time and will be responsible for payment of required books and other materials.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "C. McIntyre", written in a cursive style.

Charles McIntyre,
Executive Director

CM:dc
Enclosure



Over \$1.7 billion to education

EDUCATION TUITION AGREEMENT

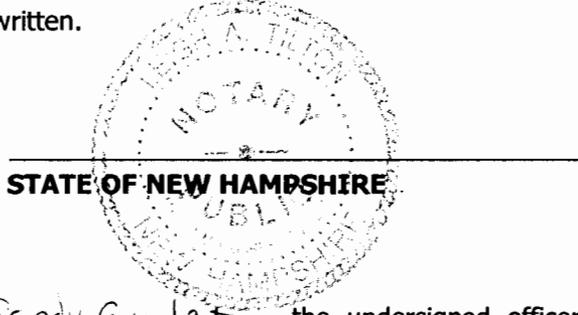
Agreement dated this 13 day of April 2016 by and through the New Hampshire Lottery Commission (hereinafter referred to the "State" and Sandy C. Goulet hereinafter referred to as the "Recipient").

The State and the Recipient do hereby mutually agree as follows:

1. The State shall pay to the named institution the sum of \$1,110.00, which monies shall be used for the purpose of enrolling the Recipient in: **OL-125 Human Relations in Admin**, which course (s) is being offered by Southern NH University and which course (s) shall commence on June 13, 2016 and terminate on August 9, 2016.
2. The Recipient shall complete and achieve a passing grade in each course named in paragraph 1.
3. Should the recipient fail to complete or achieve a grade of B or better in each course named in paragraph 1, the Recipient shall pay to the State the sum set forth in paragraph 1, provided, however, that if more than one course is named in paragraph 1, the amount which shall be paid to the State shall be calculated on a pro rata basis.
4. Upon the satisfactory completion of the courses named in paragraph 1, the Recipient shall continue to be an employee of the State in his/her current position (or in such other position, at equal or greater compensation, to which he/she may be assigned) for a period of 12 months.
5. Should the recipient breach any of the conditions set forth in the paragraphs above, the Recipient shall pay to the State a sum equal to all monies previously paid by the State for the Recipient pursuant to the Agreement, provided, however, that the Recipient shall receive a credit for each month in which he/she is employed by the State subsequent to the date upon which the named course (s) are satisfactorily completed, the value of said credit to be calculated on a pro rata basis.
6. The Recipient shall not raise any setoff or counterclaim against the State in any action brought by the State to collect any amount due under this agreement.
7. Should any amount be found to be due the State in any action brought against the Recipient pursuant to this Agreement, the State shall, in addition to said amount, be entitled to an award of costs and a reasonable amount in "attorney" fees.

IN WITNESS WHEREOF the representative of the State, in his/her official capacity only, and without personal liability, and the Recipient, has hereunto set their hands on the date first above written.

[Signature]
RECIPIENT



STATE OF NEW HAMPSHIRE

STATE OF NEW HAMPSHIRE COUNTY OF Rockingham

On this the 14th day of April, 2016, before me, Sandy Goulet the undersigned officer, personally appeared, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes herein contained.

In witness whereof I hereunto set my hand and official seal.

[Signature]
Notary Public/Justice of the Peace

LEIGH A. TILTON, Notary Public
My Commission Expires May 23, 2017