



Over \$2 Billion and Counting for our Schools

AUG04 21 PM 2:17 RCLD

GOVERNOR Christopher T. Sununu
CHAIRMAN Debra M. Douglas
COMMISSIONER Paul J. Holloway
COMMISSIONER H. Andy Crews
EXECUTIVE DIRECTOR Charles R. McIntyre

m/c
1B

August 4, 2021

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

The New Hampshire Lottery Commission requests to place an item on the Consent Calendar.

The New Hampshire Lottery Commission requests authorization to enter into an Educational Tuition Agreement and to pay costs not to exceed \$864.00 as follows:

INSTITUTION:	Online Southern New Hampshire University 2500 N. River Road Manchester, NH 03106
COURSE:	COM 127, Introduction to Communication
COURSE DATES:	August 30, 2021 – October 24, 2021
EMPLOYEE:	Carmela Nolin Administrative Assistant II
ACCOUNT:	Funds to be encumbered from New Hampshire Lottery Commission, Lottery Division Account FY 2020: 06-083-083-830013-20280000 Training 066-500544
TOTAL COURSE COST:	\$864.00
STATE SHARE:	\$864.00
SOURCE OF FUNDS:	Lottery Fund



Live Free or Die

New Hampshire Lottery Commission
TEL 603.271.3391 FAX 603.271.1160

14 Integra Drive Concord, New Hampshire 03301
TDD 1.800.735.2964 www.nhlottery.com

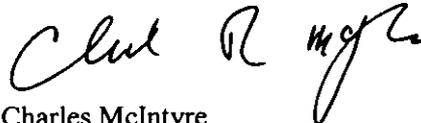
His Excellency, Governor Christopher T. Sununu
and the Honorable Council

EXPLANATION

We request permission for Carmela Nolin, Administrative Assistant II to the Executive Director, to attend Introduction to Communications (COM 127) at Southern New Hampshire University, online and on her own time. As a five year employee of the agency, Ms. Nolin leads the Administrative Support team in interactions with patrons, guests, and lottery and charitable gaming stakeholders. She also performs high level tasks representing the Executive Director and Commission through many forms of verbal and written communications, including responses to customer inquiries and complaints, and informing municipalities about programs requiring local action and voting. The agency's senior management team entrusts her to write content and edit official documents, as well as compose informational copy used on Lottery's website and in public notices.

The course explores the evolution of communications in professional environments, examining methods of solving communication issues, and adapting as business changes. Public relations is integral to her role at New Hampshire Lottery, therefore supporting Ms. Nolin as she works toward a Communications degree will be a direct benefit to the agency, particularly as she is relied upon to support senior management and the Commission with expanding and more complex lottery and charitable gaming initiatives.

Respectfully submitted,



Charles McIntyre
Executive Director





Over \$2 Billion and Counting for our Schools

EDUCATION TUITION ASSISTANCE

Purpose

It is the policy of New Hampshire Lottery to encourage personnel to improve their work knowledge and skills by attending local colleges. The New Hampshire Lottery recognizes that participation in continuing education programs is a valuable component of competency and career development, and accordingly may grant tuition assistance. Tuition Assistance is not an automatic employee benefit and no college courses funded by the agency may be pursued during working hours.

Eligibility

- The applicant shall be a full-time, permanent employee who has successfully completed the initial (12-month) probationary period.
- The course content shall be directly related to the applicant's current job responsibilities. Courses that are part of the degree program but are not directly related to the applicant's current job responsibilities may not meet the eligibility criteria.
- The applicant shall not have been involved in any formal disciplinary proceedings within the past 6-month period, or have disciplinary proceedings pending. Supervisors must use discretion in the approval/denial process.

Procedure for College Courses

- Complete a "Request for Tuition Assistance" form (a separate form is available for the College of America) and have it approved by your Supervisor. The form must be submitted at least eight weeks prior to the beginning of the course to the Deputy or Executive Director.
- Upon Approval by the employee's Supervisor and a Director, the "Education Tuition Agreement" form will be initiated and a notarized signature will be requested from the employee before being submitted to G&C. G&C approval must be obtained in order for the tuition request to be granted.
- The agreement includes a statement indicating that tuition paid by the State agency will be considered a loan to the employee which will be forgiven only if the employee receives a grade of a B or better and continues their employment for six months beyond the end of the course. This is cumulative; for example if an employee enrolls in two courses at one time, they must receive a passing grade and be employed for 12 months beyond the completion of the courses before this loan will be forgiven.
- Payment will be made directly to the educational institution.
- After the course is completed, a copy of the grade transcript must be forwarded to the agency's Human Resources representative. It is a requirement of the contract that a passing grade of a B or better be achieved. If an employee does not complete the course, then he/she must repay the loan specified in the agreement. No new tuition agreement requests will be approved until this requirement is met.



Over \$2 Billion and Counting for our Schools

EDUCATION TUITION ASSISTANCE

Procedure for College of America

- Complete a "Request for Tuition Assistance" form and have it approved by your Supervisor. The form must be submitted at least eight weeks prior to the beginning of the six-month term to the Deputy or Executive Director.
- Upon Approval by the employee's Supervisor and a Director, the "Education Tuition Agreement – College for America" form will be initiated and a notarized signature will be requested from the employee before being submitted to G&C. G&C approval must be obtained in order for the tuition request to be granted.
- The agreement includes a statement indicating that tuition paid by the State agency will be considered a loan to the employee which will be forgiven only if the employee completes 24 competencies and continues their employment for 12 months beyond the end of the course.
- Payment will be made directly to the educational institution.
- After the term is completed, a copy of the completed competencies must be forwarded to the agency's Human Resources representative. It is a requirement of the contract that the competencies be completed. If an employee does not complete the term, then he/she must repay the loan specified in the agreement. No new tuition agreement requests will be approved until this requirement is met.

Financial Assistance

- Tuition Assistance for courses is approved on a case-by-case basis and will be based on the availability of funds at the State agency.
- Once approved, New Hampshire Lottery will pay up to 100 percent of the cost of tuition only; registration, books and other costs are the responsibility of the employee.



Over \$2 Billion and Counting for our Schools

EDUCATION TUITION AGREEMENT

Agreement dated this **4th** day of **August, 2021** by and through the New Hampshire Lottery Commission (hereinafter referred to the "State" and **Carmela Nolin** hereinafter referred to as the "Recipient").

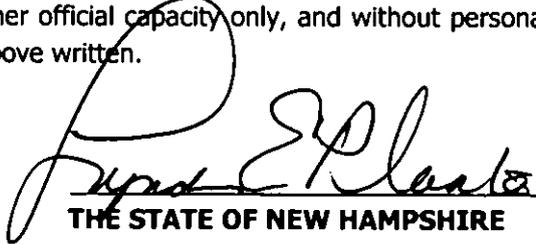
The State and the Recipient do hereby mutually agree as follows:

1. The State shall pay to the named institution the sum of **\$864.00**, which monies shall be used for the purpose of enrolling the Recipient in: **COM 127, Introduction to Communications**, which course (s) is being offered by **Southern NH University** and which course (s) shall commence on **August 30, 2021** and terminate on **October 24, 2021**.
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.



RECIPIENT

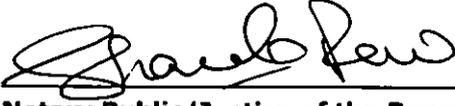


THE STATE OF NEW HAMPSHIRE

STATE OF NEW HAMPSHIRE COUNTY OF MERRIMACK

On this the 4th day of AUGUST, 2021, before me, CARMELANOLIN 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.



Notary Public/Justice of the Peace





Over \$2 Billion and Counting for our Schools

REQUEST FOR TUITION ASSISTANCE

Employee

Name: Carmela Nolin

Title: Administrative Assistant II

Educational Institution

Name: Southern New Hampshire University

Address: 2500 N River Rd, Manchester, NH 03106

Course Information

Title: ENG 122 English Composition

Dates From: August 30, 2021 **to:** October 24, 2021

Cost: \$864.00

Description:

In this course, students will explore the history and development of the communication profession in the context of current business environments. They will also examine how contemporary communication issues and problems are addressed in various contexts. Additionally, they will learn how theory impacts the daily work of a communication professional in an ever-changing discipline.

Justification and job relevance:

As the first class toward a degree in Communications concentrating on Public Relations, this course is the foundation for critical thinking and effective writing in a variety of contexts. My position is chiefly customer-facing, representing Lottery in written communications to the public through customer service inquiries and composing and editing informational content. Furthermore, I support senior management in a variety of ways that require a professional and thoughtful approach both verbally and in writing. This class will be immediately valuable in reinforcing and stretching my existing skills, and beneficial over the long term as a tool to continually evaluate and improve the quality of my work.

I have read the Education Tuition Assistance Document (Current as of 12/1/14) and agree to the terms.

Employee Signature: _____

Date: 8/4/2021

Approvals

Supervisor: _____

Deputy/Executive Director: _____

Governor & Council: _____