



Over \$2 Billion and Counting for our Schools

GOVERNOR Christopher T. Sununu
 CHAIRMAN Debra M. Douglas
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 COMMISSIONER Erle B. Pierce
 EXECUTIVE DIRECTOR Charles R. McIntyre

December 6, 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 \$1,728.00 as follows:

INSTITUTION:	Online Southern New Hampshire University 2500 N. River Road Manchester, NH 03106
COURSE:	COM 225, Communication with Diverse Audiences HIS 100, Perspectives in History
COURSE DATES:	January 3, 2022 – February 27, 2022 February 28, 2022 – April 24, 2022
EMPLOYEE:	Carmela Nolin Administrative Assistant II
ACCOUNT:	Funds to be encumbered from New Hampshire Lottery Commission, Lottery Division Account FY 2022: 06-083-083-830013-20280000 Training 066-500544
TOTAL COURSE COST:	\$1,728.00
STATE SHARE:	\$1,728.00
SOURCE OF FUNDS:	Lottery Fund



Live Free or Die

New Hampshire Lottery Commission 14 Integra Drive Concord, New Hampshire 03301
 TEL 603.271.3391 FAX 603.271.1160 TDD 1.800.735.2964 www.nhlottery.com

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

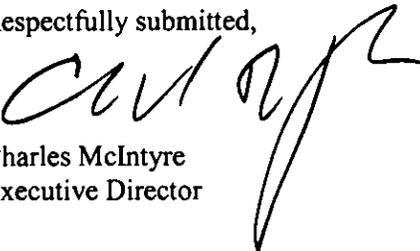
EXPLANATION

We request permission for Carmela Nolin, Administrative Assistant II to the Executive Director, to attend Communication with Diverse Audiences (COM 225) and Perspectives in History (HIS 100) at Southern New Hampshire University. Ms. Nolin, who will participate in these courses online and on her own time, represents the agency to patrons, guests, and various stakeholders associated with our lottery and charitable gaming activities. She assists the senior management and chief officers with messaging and written communications, and provides input based on interactions with our diverse customer base.

Course COM 225 focuses on developing and refining intercultural awareness and sensitivity, and mindfully applying it in day-to-day communications as well as to targeted audiences. The curriculum includes researching and analyzing factors that promote effective communication, and techniques for reflecting on and revising messaging appropriately and respectfully. As a complement course, HIS 100 will examine how historical context and objective research helps to inform a perspective of the past, and how it continues to affect our perception of human nature. The study of history is also essential to civic engagement, especially in its relevance to state service.

Ms. Nolin's role requires constant, direct interaction with the public, and the tools and techniques offered in these courses will further her ability to deliver thoughtful, respectful service to customers and stakeholders.

Respectfully submitted,



Charles McIntyre
Executive Director



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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.



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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.



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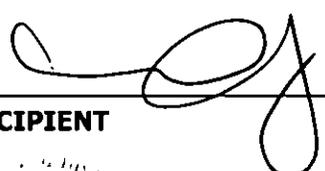
EDUCATION TUITION AGREEMENT

Agreement dated this **7th** day of **December, 2021**, by and through the New Hampshire Lottery Commission (hereinafter referred to the "State") and **Carmela Nolin** (hereinafter referred to as the "Recipient").

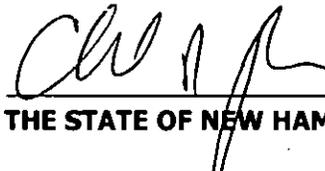
The State and the Recipient do hereby mutually agree as follows:

1. The State shall pay to the named institution the sum of **\$1,728.00**, which monies shall be used for the purpose of enrolling the Recipient in: **(COM 225) Communication with Diverse Audiences and (HIS 100) Perspectives in History**, which course (s) is being offered by **Southern New Hampshire University** and which course(s) shall commence on **January 3, 2022**, and terminate on **April 24, 2022**.
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 **6** 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 7th day of December, 2021, before me, Carmela Nolin 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

LYNDA E. PLANTE
★ NOTARY PUBLIC - NEW HAMPSHIRE ★
My Commission Expires September 11, 2025



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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: COM 225 Communication with Diverse Audiences

Dates From: January 3, 2022 **to:** February 27, 2022

Cost: \$864.00

Title: HIS 100 Perspectives in History

Dates From: February 28, 2022 **to:** April 24, 2022

Cost: \$864.00

Description:

COM 225: In this course, students will learn how to create and direct messages and projects toward targeted audiences. They will collect and analyze various data and information that inform the development of messages and projects, particularly in relation to the targeting of specific audiences. Students will also employ an intercultural awareness and sensitivity to the creation and revision of messages and projects directed towards various targeted audiences.

HIS 100: More than just dates, names, and places, history is the study of the human condition. It seeks to understand human behavior through the thoughtful examination of different types of historical sources. The study of history is a living subject, always changing as new discoveries and interpretations are presented. This course examines the process of investigating and writing about history through analysis of sources and the presentation of this analysis as an argument. Through this exploration of historical investigation, students will develop a holistic perspective on the contemporary relevance of history and their responsibility to participate and engage in such discourse.

Justification and job relevance:

As I continue my studies in Public Relations, these courses are directly and immediately beneficial to my interactions with our players, retailers, and stakeholders. A significant part of my responsibilities lie in writing and editing content that is meant to inform and explain agency policies and positions. Lottery's customers and charitable gaming stakeholders are culturally and socio-economically diverse, therefore the Communications COM 225 course will have enormous value in the composition of our messaging to the public.

Perspectives in History tasks us to "develop a holistic perspective on the contemporary relevance of history and [our] responsibility to participate and engage in such discourse." When local option permission is prescribed by legislation in the launch of our products, I am tasked with performing direct municipal outreach to inform community leaders of the requirements and procedures for voting. New Hampshire's cities and towns have distinct characters that are better understood when their historical context is examined; and their constituents appreciate an informed and respectful approach from our State's public servants. I fully expect the techniques taught in this course to enrich my exchanges with our player base, municipal leaders, and legislators; and complement the study of diverse communications.

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

Employee Signature: _____ **Date:** 12/8/2014

Approvals
Supervisor: _____
Deputy/Executive Director: _____
Governor & Council: _____