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Over \$2 Billion and Counting for our Schools

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EXECUTIVE DIRECTOR Charles R. McIntyre

March 23, 2022

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:

<b>INSTITUTION:</b>	<b>Online</b> Southern New Hampshire University 2500 N. River Road Manchester, NH 03106
<b>COURSE:</b>	COM 229, Visual Communication and Design
<b>COURSE DATES:</b>	May 2, 2022 – June 26, 2022
<b>EMPLOYEE:</b>	Carmela Nolin Administrative Assistant II
<b>ACCOUNT:</b>	Funds to be encumbered from New Hampshire Lottery Commission, Lottery Division Account FY 2022: 06-083-083-830013-20280000 Training 066-500544
<b>TOTAL COURSE COST:</b>	\$864.00
<b>STATE SHARE:</b>	\$864.00
<b>SOURCE OF FUNDS:</b>	Lottery Fund



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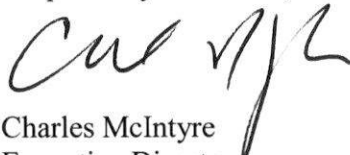
His Excellency, Governor Christopher T. Sununu  
and the Honorable Council

**EXPLANATION**

New Hampshire Lottery requests permission for Carmela Nolin, Administrative Assistant II to the Executive Director, to attend Visual Communication and Design (COM 229) at Southern New Hampshire University for an eight-week term beginning May 2, 2022. Ms. Nolin will participate in this course online and on her own time. Course COM 229 teaches design principles which can be applied to various formats and technology platforms to create and share messages across multiple channels. The effectiveness of these messages will be analyzed for content, design, and successful communication in relation to their objective.

Ms. Nolin is tasked with several design-based projects that are appropriately and cost-effectively kept in-house. Some of these include our agency's Annual Comprehensive Financial Report, which entails conception, layout, and production in collaboration with Lottery's Chief Financial Officer. Another responsibility is the composition and production of the employee newsletter each month. This bulletin's objective is to connect our major divisions through engaging product, technology, and compliance updates; describe initiatives and relevant legislation; and share human resource-related news and benefits. As with the customer service duties of her position, Ms. Nolin is counted on to deliver thoughtful, useful information to Lottery staff that apprises them of each department's activity, and conveying it in a clear and visually appealing format. By enhancing her proficiency in layout and design, she will be more fluent in creating publications and reports, and save New Hampshire Lottery the time and expense of sending these and other small projects to outside contractors.

Respectfully submitted,



Charles McIntyre  
Executive Director



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New Hampshire Lottery Commission 14 Integra Drive Concord, New Hampshire 03301  
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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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# 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 229 Visual Communication and Design

**Dates From:** May 2, 2022 **to:** June 26, 2022

**Cost:** \$864.00

### **Description:**

**COM 229:** In this course, students will apply fundamental design principles and communication technologies to the creation and dissemination of messages across multiple formats and channels. Students will also analyze the effectiveness of communication messages and projects in relation to their use of basic design principles and technologies, as well as to their alignment to project goals.

### **Justification and job relevance:**

The techniques and design principles that will be taught in this course are directly impactful to my work and to the benefit of the agency. I will analyze our current Annual Comprehensive Financial Report and apply design improvements in my layout and presentation, which may lead to efficiencies for future reports. I expect also to put the lessons learned in this class to immediate use in improving the composition of the monthly employee newsletter to make it more engaging, easy to read, and helpful to the staff. Other projects that arise include creating signage, and assisting other departments either materially or in reviewing marketing collateral. For small and ad hoc projects and presentations, the skills acquired and enhanced with this course can potentially save New Hampshire Lottery the time and expense of sending these and other small projects to outside contractors.

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

**Employee Signature:** \_\_\_\_\_

**Date:** 3/22/2022

### **Approvals**

**Supervisor:** \_\_\_\_\_

**Deputy/Executive Director:** \_\_\_\_\_

**Governor & Council:** \_\_\_\_\_



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# EDUCATION TUITION AGREEMENT


Agreement dated this **22nd** day of **March, 2022** 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 229, Visual Communication and Design**, which course (s) is being offered by **Southern NH University** and which course (s) shall commence on **May 2, 2022** and terminate on **June 26, 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 **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 22 day of March, 2022, 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**