

CJG



Over \$2 Billion and Counting for our Schools

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

ID

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

November 26, 2024

REQUESTED ACTION

The New Hampshire Lottery Commission requests authorization to enter an Education Tuition Agreement and to pay costs not to exceed \$3,439.80 as follows:

INSTITUTION:	Online Southern New Hampshire University 2500 North River Road Manchester, NH. 03106
COURSES:	OL-600 - Strategic Human Resource Management OL-663 - Leading Change
COURSE DATES:	January 6, 2025 - March 15, 2025
EMPLOYEE:	Kelly Alexis Crockett Administrative Assistant II
ACCOUNT:	Funds to be encumbered from New Hampshire Lottery Commission Lottery Division Account FY2025: 06-083-830013-20280000 Training 066-500544
TOTAL COURSE COST:	\$3,439.80
STATE SHARE:	\$3,439.80
SOURCE OF FUNDS:	Lottery Funds



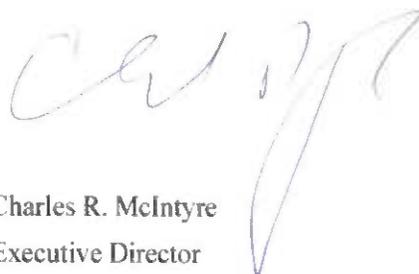
EXPLANATION

We Request permission for Kelly Crockett, Administrative Assistant II to the Executive Director, to attend (OL-600 Strategic Human Resource Management & OL-663 Leading Change) at Southern New Hampshire University. Ms. Crockett, who will participate in these courses on her own time, represents the agency to patrons, guests, and various stakeholders associated with our lottery and charitable gaming activities. Course OL-600 coincides with Ms. Crockett's current position. The day-to-day administrative assistant's tasks ensure every activity is moving the organization toward achieving the Lottery's ultimate mission. OL-663 course objectives will improve Ms. Crockett's inter-departmental collaborations such as project and time management, and communication skills. Administrative Assistants are the backbone of many organizations, and the skills learned from this course will be beneficial to her position at the Lottery.

Course OL-600 - Strategic Human Resource Management - This course examines key regulatory procedures and human resource requirements as they relate to applications in organizations. Learn how to analyze the human resource manager's strategic role in performing recruitment, hiring, training, career development, and other contemporary processes within the organizational setting. Study concepts aligned with the Society for Human Resource Management (SHRM) Body of Competency and Knowledge (BoCK). The course lays the foundation for you to identify, develop, and measure HR initiatives critical to an organization's success.

Course OL-663 - Leading Change - This course focuses on transforming organizations by introducing Kotter's eight processes by which leaders affect change. Because organizations, leaders, and employees differ, various techniques and strategies are examined. The course integrates Kotter's processes for leading change, organizational development and transformation theory and practice, and analysis of an organization that has effected systematic change. The use of work teams as a key change factor will have special emphasis.

Respectfully submitted,



Charles R. McIntyre
Executive Director





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EDUCATION TUITION AGREEMENT

Agreement dated this **26** day of **November 2024** by and through the New Hampshire Lottery Commission (hereinafter referred to the "State" and **Kelly Crockett** 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 \$3,439.80, which monies shall be used for the purpose of enrolling the Recipient in: **(OL-600 Strategic Human Resource Management), (OL-663 Leading Change)** which course (s) is being offered by **Southern New Hampshire University** and which course (s) shall commence on **January 6, 2025**, and terminate on **March 15, 2025**.
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 WHERE OF 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

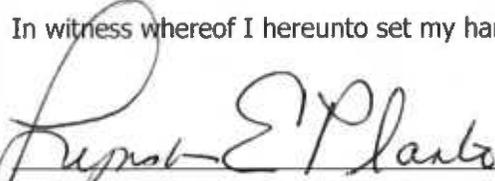


THE STATE OF NEW HAMPSHIRE

STATE OF NEW HAMPSHIRE COUNTY OF MERRIMACK

On this the 2nd day of December, 2024, before me, Kelly Crockett 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





Student Account - 2025 D-1 (Jan - Mar) - Account Activity

Logged in as: Kelly Crockett
Student Account: Kelly Crockett - 2950509

Description	Date	Charges	Credits/Anticipated Credits	Balance
Tuition Charges		\$3,822.00	--	\$3,439.80
• Online Tuition	1/6/25	\$1,911.00	--	\$1,911.00
• Online Tuition	1/6/25	-\$1,911.00	--	\$0.00
• Online Tuition	1/6/25	\$1,911.00	--	\$1,528.80
• Online Tuition	1/6/25	\$1,911.00	--	\$0.00
Tuition Discount		--	\$382.20	\$0.00
Total Charges:				\$3,822.00
Total Credits/Anticipated Credits:				\$382.20
Term Balance:				\$3,439.80
Term Balance Including Estimated Aid:				\$3,439.80

CP
11/27/24