

CJG1



Over \$2 Billion and Counting for our Schools

GOVERNOR Kelly A. Ayotte
CHAIRMAN Debra M. Douglas
COMMISSIONER H. Andy Crews
COMMISSIONER Erle B. Pierce
EXECUTIVE DIRECTOR Charles R. McIntyre

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Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

March 5, 2025

REQUESTED ACTION

The New Hampshire Lottery Commission requests authorization to enter into an Education Tuition Agreement and to pay costs not to exceed \$4,873.05 as follows:

INSTITUTION:	Online Southern New Hampshire University 2500 North River Road Manchester, NH. 03106
COURSES:	OL-620 - Total Rewards WCM-620 - Manage Difficult Conversations WCM-510 - Negotiation/Advocacy in Work
COURSE DATES:	March 24, 2025 - June 1, 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:	\$4,873.05
STATE SHARE:	\$4,873.05
SOURCE OF FUNDS:	Lottery Funds



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

EXPLANATION

We Request permission for Kelly Crockett, Administrative Assistant II to the Executive Director, to attend (OL-620 Total Rewards, WCM-510, and WCM-620 Manage Difficult Conversations) at Southern New Hampshire University. Ms. Crockett will participate in these courses independently and as she represents the agency to patrons, guests, and various internal and external stakeholders associated with our lottery and charitable gaming activities, she can improve her communication skills by taking these courses. Course WCM-620 and WCM-510 correlate with Ms. Crockett's current position. The day-to-day administrative assistant's tasks ensure every activity moves the organization toward achieving the Lottery's ultimate mission. Her collaboration and relationships she's built with internal and external stakeholders of the Lottery require Ms. Crockett to be well versed in communicating and solving potential issues. OL-663 course objectives will improve Ms. Crockett's inter-departmental collaborations such as project and time management, communication skills, incentives, and internal employee engagement. Administrative Assistants are the backbone of many organizations, and the skills learned from these courses will be beneficial to her position at the Lottery.

Course WCM 620 - Manage Difficult Conversations -This course promotes and encourages the art and practice of dialogue in the act of engaging conflict effectively and transforming difficult conversations into better decisions, healthier work relationships, and stronger organization. This course examines approaches to de-escalating conflict conversations, choosing if and when to intervene, tapping the creative potential in conflict, and creating workplace environments that foster constructive conflict engagement.

Course OL-620 - Total Rewards - This course examines the compensation and benefits functions within the organization structure and how they impact the management function. Topics include job analysis, surveys, wage scales, incentives, benefits, HRIS systems, and pay delivery administration. As a course outcome, students design a compensation and benefits program.

Course WCM-510 - This course introduces the processes and practice of negotiating and advocating effectively in settings where the continuation and strengthening of the relationship matter. Course content will include the uses, strengths, and weaknesses of distributive and integrative bargaining, the sources and uses of power in negotiation, and gender and cultural influences on negotiation style and practice.

Respectfully submitted,



Charles R. McIntyre
Executive Director



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

Student Account - 2025 D-2 (Mar - Jun) - Account Activity

Description	Date	Charges	Credits/ Anticipated Credits	Balance
Tuition Charges		\$5,733.00	-	\$5,159.70
• Online Tuition	3/24/25	\$1,911.00	-	\$1,911.00
• Online Tuition	3/24/25	\$1,911.00	-	\$1,911.00
• Online Tuition	3/24/25	\$1,911.00	-	\$1,337.70
Tuition Discount		-	\$859.95	-\$286.65
Total Charges:				\$5,733.00
Total Credits/Anticipated Credits:				\$859.95
Term Balance:				\$4,873.05

OK
3/5/25



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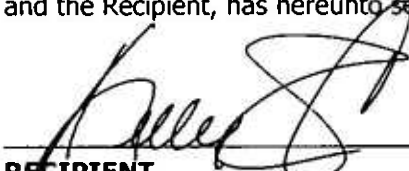
EDUCATION TUITION AGREEMENT

Agreement dated this **5** day of **March 2025** 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 \$4,873.05, which monies shall be used for the purpose of enrolling the Recipient in: **(OL-620 Total Rewards), (WCM-620 Manage Difficult Conversations), (WCM-510 Negotiation/Advocacy in Work)** which course (s) is being offered by **Southern New Hampshire University** and which course (s) shall commence on **March 24, 2025**, and terminate on **June 1, 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.

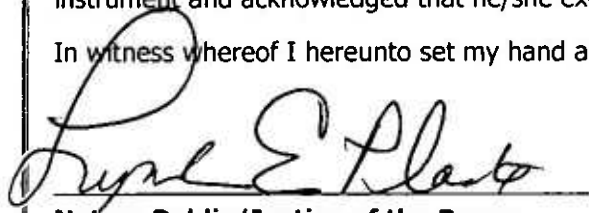

RECIPIENT


THE STATE OF NEW HAMPSHIRE

STATE OF NEW HAMPSHIRE COUNTY OF MERRIMACK

On this the 5th day of March, 2025, 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

