



Over \$2 Billion and Counting for our Schools

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CSGA

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

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

May 2, 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-645 - Law, Ethics & Politics in HR  
OL-667 – Human Resources Info Systems  
OL-655 Talent Devel & Workforce Plan

COURSE DATES: June 9, 2025 – August 17, 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 14 Integra Drive Concord, New Hampshire 03301  
TEL 603.271.3391 FAX 603.271.1160 TDD 1.800.735.2964 www.nhlottery.com

### EXPLANATION

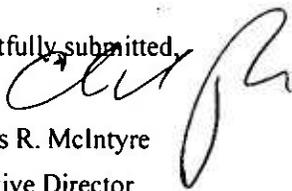
We Request permission for Kelly Crockett, Administrative Assistant II to the Executive Director, to attend (OL-645 Law Ethics, & Politics in HR, OL-667 Human Resources Info Systems, and OL-655 Talent Devel & Workforce Plan) at Southern New Hampshire University. Ms. Crockett will participate in these 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 OL-645, OL-655, and OL-667 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 strives to be well versed in communicating and solving potential issues. Ms. Crockett's inter-departmental collaborations such as project and time management, workplace health, safety, ethical guidelines, and corporate social responsibility are also integrated in her daily job duties. She also, works with the the Lottery Compliance Division on various tasks and issues. 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 OL-645 – Law, Ethics & Politics in HR - This course contends with the question, "Is legal compliance synonymous with ethical behavior". The interrelationship of legal governance, ethical practice, and political influence in human relations management are a central focus of the course. Students will develop relevant expertise in employment law and HR ethics by actively applying their knowledge to vexing issues facing HR professionals today. Topics related to employment law, workplace health, safety, and security, corporate social responsibility, and ethical guidelines and conduct for HR professionals will be addressed in the course.

Course OL-655 – Talent Devel & Workforce Plan - Organizations are engaged in continual and dynamic changes in today's business environment, increasing the demand for human resource professionals to leverage strategies to recruit, train, develop, and support a diverse workforce. This course integrates advanced talent management and development skills with strategic workforce planning, asking students to analyze gaps in employee competencies, plan strategic talent development strategies, and forecast workforce needs. Issues such as employee engagement, creating an employment brand, supporting talent through career development, and creating effective succession plans will be emphasized.

Course OL-667 – Human Resource Info Systems - Information systems and data management are essential components of an effective human resource management plan. This course introduces students to the process for researching information systems technology, conducting needs assessments of the organization, selecting an appropriate HR information system (HRIS), and integrating the system effectively. Additionally, a large focus of the course is on the analysis, use, and protection of data in an HRIS. The goal of this course is to provide the necessary skills for students to effectively research, integrate, and leverage various HR information systems for a variety of purposes in and beyond the course.

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-3 (Jun - Aug) - Account Activity

Description	Date	Charges	Credits/ Anticipated Credits	Balance
Tuition Charges		\$5,733.00	-	\$4,873.05
• Online Tuition	6/9/25	\$1,911.00	-	\$1,911.00
• Online Tuition	6/9/25	\$1,911.00	-	\$1,911.00
• Online Tuition	6/9/25	\$1,911.00	-	\$1,051.05
Tuition Discount		-	\$859.95	\$0.00
• Corporate Discount	6/9/25	-	\$573.30	\$0.00
• Corporate Discount	6/9/25	-	\$286.65	\$0.00
• Corporate Discount	6/9/25	-	-\$191.10	\$0.00
• Corporate Discount	6/9/25	-	\$191.10	\$0.00
<b>Total Charges:</b>				<b>\$5,733.00</b>
<b>Total Credits/Anticipated Credits:</b>				<b>\$859.95</b>
<b>Term Balance:</b>				<b>\$4,873.05</b>

*Kelly Crockett*  
5/2/25



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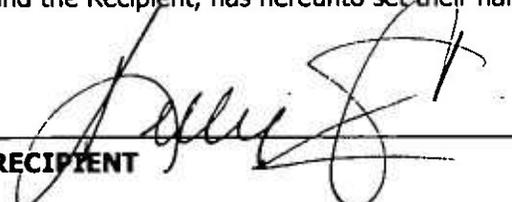
# EDUCATION TUITION AGREEMENT

Agreement dated this 2 day of May 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-645 Law, Ethics & Politics), (OL-667 Human Resource Info Systems), (OL-655 Talent Devel & Workforce Plan)** which course (s) is being offered by **Southern New Hampshire University** and which course (s) shall commence on **June 9, 2025**, and terminate on **August 17, 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.

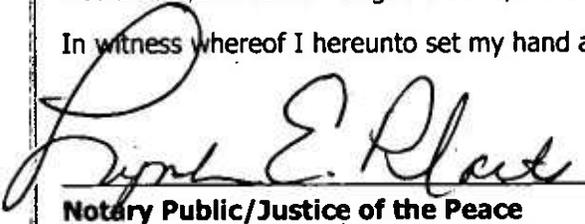
  
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RECIPIENT

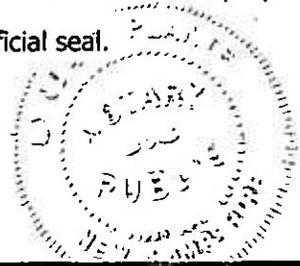
  
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THE STATE OF NEW HAMPSHIRE

STATE OF NEW HAMPSHIRE COUNTY OF MERRIMACK

On this the 5<sup>th</sup> day of May, 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