

CJG



Over \$3 Billion and Counting for our Schools

GOVERNOR Kelly A. Ayotte  
CHAIRMAN Erle B. Pierce  
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COMMISSIONER Stuart D. Trachy  
EXECUTIVE DIRECTOR Charles R. McIntyre

IA

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

July 24, 2025

**REQUESTED ACTION**

The New Hampshire Lottery Commission requests authorization to enter into an Education Tuition Agreement and to pay costs not to exceed \$3,360.90 as follows:

INSTITUTION:	Online Southern New Hampshire University 2500 North River Road Manchester, NH. 03106
COURSES:	OL-668-HR in Global Contexts OL-751-HR Management Capstone
COURSE DATES:	August 25, 2025 – November 2, 2025
EMPLOYEE:	Kelly Alexis Crockett Administrative Assistant II
ACCOUNT:	Funds to be encumbered from New Hampshire Lottery Commission Lottery Division Account FY2026: 06-083-830013-20280000 Training 066-500544
TOTAL COURSE COST:	\$3,360.90
STATE SHARE:	\$3,360.90
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-668 HR in Global Context, and OL-751 HR Management Capstone, 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. Course OL-668, and OL-751, 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. 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-668-HR in Global Contexts - Organizations increasingly rely on an international workforce and global markets to succeed. As the workforce has become increasingly diverse, cultural competence is a necessary component of any HR strategy. This course situates strategic human resource management in the global stage, focusing on a wide range of issues related to global markets, global security, managing an international workforce, effective cross-cultural management and communication, and diversity in the workplace. The emphasis is placed on how businesses can become more competitive by leveraging an effective HR plan for diversity and international business.

Course OL-751-HR Management Capstone - This capstone course is the culminating experience for the M.S. in Human Resource Management program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

Respectfully submitted,

Charles R. McIntyre  
Executive Director





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

### Student Account - 2025 D-4 (Aug - Nov) - Account Activity

Description	Date	Charges	Credits/ Anticipated Credits	Balance
Tuition Charges		\$3,954.00	-	\$3,360.90
• Online Tuition	8/25/25	\$1,977.00	-	\$1,977.00
• Online Tuition	8/25/25	\$1,977.00	-	\$1,383.90
Tuition Discount		-	\$593.10	\$0.00
<b>Total Charges:</b>				<b>\$3,954.00</b>
<b>Total Credits/Anticipated Credits:</b>				<b>\$593.10</b>
<b>Term Balance:</b>				<b>\$3,360.90</b>
<b>Term Balance Including Estimated Aid:</b>				<b>\$3,360.90</b>

*cash n/jh*



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# REQUEST FOR EDUCATION TUITION ASSISTANCE

(To be completed by Employee)

### Employee

Name: Kelly Alexis Crockett

Title: Administrative Assistant II

### Educational Institution

Name: Southern New Hampshire University

Address: 2500 N. River Rd, Manchester, NH 03106

### Course Information

Title: OL-751 HR Management Capstone

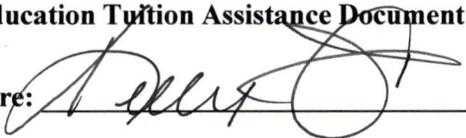
Dates From: August 25, 2025 To: November 2, 2025

Cost: \$1,383.90

**Description:** This capstone course is the culminating experience for the M.S. in Human Resource Management program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

**Justification and job relevance:** This course will involve a final project that could include various themes such as employee training, diversity initiatives, and performance management. It will encompass the challenges in the workplace, and devising plans to address these challenges. The course will demonstrate what my understanding of field principles and practical applications. Overall, the capstone project serves as a practical experience that enhances the theoretical knowledge gained during the HR management curriculum.

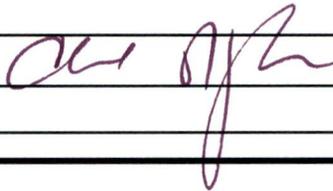
I have read the Education Tuition Assistance Document and agree to the terms.

Employee Signature: 

Date: 7/24/25

### Approvals

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

Deputy/ Executive Director: 

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



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# REQUEST FOR EDUCATION TUITION ASSISTANCE

(To be completed by Employee)

### Employee

Name: Kelly Alexis Crockett

Title: Administrative Assistant II

### Educational Institution

Name: Southern New Hampshire University

Address: 2500 N. River Rd, Manchester, NH 03106

### Course Information

Title: OL-668 HR in Global Context

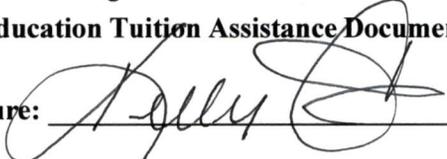
Dates From: August 25, 2025 To: November 2, 2025

Cost: \$1977.00

**Description:** Organizations increasingly rely on an international workforce and global markets to succeed. As the workforce has become increasingly diverse, cultural competence is a necessary component of any HR strategy. This course situates strategic human resource management in the global stage, focusing on a wide range of issues related to global markets, global security, managing an international workforce, effective cross-cultural management and communication, and diversity in the workplace. The emphasis is placed on how businesses can become more competitive by leveraging an effective HR plan for diversity and international business.

**Justification and job relevance:** This course involves the understanding of HR management needed to communicate with international borders focusing on strategies that multinational companies use to gain competitive advantages. The challenges in an ever-evolving cultural landscape involve some of our vendors whose homebase is in other countries and whom I collaborate with under the supervision of the Lottery's Executive Director. These vendors are a critical aspect to our lottery agency, and my goal is to always represent and maintain a professional demeanor and understanding of relevant materials while communicating with them.

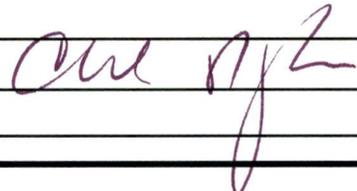
I have read the Education Tuition Assistance Document and agree to the terms.

Employee Signature: 

Date: 7/24/25

### Approvals

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

Deputy/Executive Director: 

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



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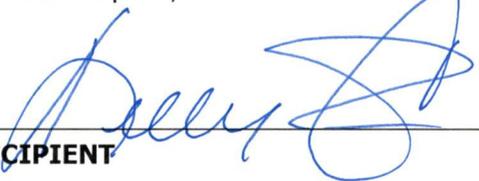
# EDUCATION TUITION AGREEMENT

Agreement dated this **24** day of **JULY 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 \$3,360.90, which monies shall be used for the purpose of enrolling the Recipient in: (**OL-668 HR in GLOBAL CONTEXTS**), (**OL-751 HR MANAGEMENT CAPSTONE**) which course (s) is being offered by **Southern New Hampshire University** and which course (s) shall commence on **August 25, 2025**, and terminate on **November 2, 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 24 day of July, 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**

