



Nearly \$2 Billion and Counting for our Schools

GOVERNOR Christopher T. Sununu
 CHAIRMAN Debra M. Douglas
 COMMISSIONER Paul J. Holloway
 COMMISSIONER J. Christopher Williams
 EXECUTIVE DIRECTOR Charles R. McIntyre

June 5, 2018

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 \$2,512.00 in FY 2019 as follows:

INSTITUTION:	Granite State College 25 Hall Street Concord, NH 03301 ONLINE
COURSES:	a. Sales Management MGMT 618 b. Conducting Critical Inquiry CRIT 502
COURSE DATES:	July 9, 2018 – September 14, 2018
EMPLOYEE:	Travis Emerson Retail Relations Supervisor
ACCOUNT:	Funds to be encumbered from New Hampshire Lottery Commission, Lottery Division Account FY 2019: 06-083-083-830013-20280000 Training 066-500544
TOTAL COURSES COST:	\$2,512.00
STATE SHARE:	\$2,512.00
SOURCE OF FUNDS:	Lottery Fund



Live Free or Die

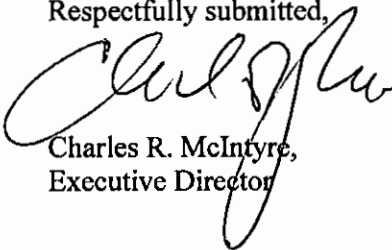
New Hampshire Lottery Commission 14 Integra Drive Concord, New Hampshire 03301
 TEL 603.271.3391 FAX 603.271.1160 TDD 1.800.735.2964 www.nhlottery.com

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

EXPLANATION

We request permission for Travis Emerson, Retailer Relations Supervisor, to participate in two online courses offered at Granite State College. The courses, Conducting Critical Inquiry and Sales Management will help improve his skills in formulating and executing promotions, and explore the tools for analyzing as well as managing his sales team. He will learn how to better use sales tactics and be able to better pull together information from multiple resources to enhance the final product. By taking these courses he will get the chance to learn from real-world marketing problems, to better understand possible outcomes and solutions. As the Lottery evolves, these courses will help Travis to not only improve his own skill but to improve the skills of those he works with.

Respectfully submitted,



Charles R. McIntyre,
Executive Director

CRM:al
Attachments



Live Free or Die

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TEL 603.271.3391 FAX 603.271.1160 TDD 1.800.735.2964 www.nhlottery.com



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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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EDUCATION TUITION AGREEMENT

Agreement dated this 7th day of **June, 2018** by and through the New Hampshire Lottery Commission (hereinafter referred to the "State" and Travis Emerson 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 \$2,512, which monies shall be used for the purpose of enrolling the Recipient in: **Sales Management MGMT, Conducting Critical Inquiry CRIT**, which course(s) are being offered by **Granite State College** and which course (s) shall commence on **July 9, 2018** and terminate on **September 14, 2018**.
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

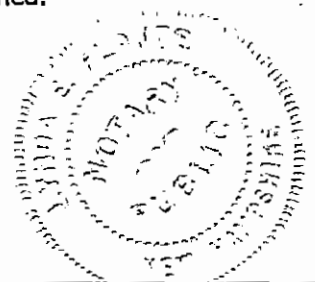
STATE OF NEW HAMPSHIRE

STATE OF NEW HAMPSHIRE COUNTY OF Merrimack

On this the 7th day of June, 2018, before me, Travis Emerson 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





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REQUEST FOR TUITION ASSISTANCE

Employee

Name: Travis Emerson

Title: Retail Relations Supervisor

Educational Institution

Name: Granite State College

Address: 25 Hall St. Concord, NH 03301

Course Information

Title: Sales Management MGMT618 618-1OL

Dates From: 07/09/18 To: 09/14/18

Cost: 1256.00

Description:

This focuses on the strategic and tactical aspects of selling and sales force management. The course develops an analytical understanding of the concepts, tools, and techniques of sales management using real-world marketing problems. Issues concerning international sales, social responsibility, and ethical considerations as they relate to sales management are addressed.

Justification and job relevance:

By taking this course, I will be able to better use sales tactics when as it applies to sales promotions and daily sales activities at our retailers. This class will teach me new analytical tools that can be used to determine sales trends by using real world examples. My goal is to take these examples and apply them to our own sales data to see trends for strategic planning.

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

Employee Signature: [Signature]

Date: 5/16/18

Approvals Supervisor: <u>[Signature]</u> Deputy/Executive Director: <u>[Signature]</u> Governor & Council: _____



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REQUEST FOR TUITION ASSISTANCE

Employee

Name: Travis Emerson

Title: Retail Relations Supervisor

Educational Institution

Name: Granite State College

Address: 25 Hall St. Concord, NH 03301

Course Information

Title: Conducting Critical Inquiry CRIT 502-1OL

Dates From: 07/09/18 To: 09/14/18

Cost: 1256.00


Description:

This course teaches critical thinking in the modern world. It teaches students how to analyze different points of view and participate in a public discourse. This course teaches how to effectively evaluate information from several resources and put it together when researching a large project.

Justification and job relevance:

By taking this course, I will be able to more effectively pull information from multiple resources and put the information together into a final product. This will allow me to more effectively complete projects in an efficient and accurate manner. As the Lottery evolves as a business, more research will need to be done in area that we may not have before. This class will allow me to be a more valuable part of the team that researches new endeavors going forward.

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

Employee Signature: 

Date: 5/16/18

Approvals
Supervisor: <u></u>
Deputy/Executive Director: <u></u>
Governor & Council: _____