



Jeffrey A. Meyers
Commissioner

Eric D. Borrin
Director

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF BUSINESS OPERATIONS
BUREAU OF CONTRACTS & PROCUREMENT

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October 31, 2016

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

For consideration on the Consent Calendar, authorize the Department of Health and Human Services, to enter into an educational tuition agreement and to pay said costs in an amount of \$1,500.00 as follows:

Institution:	College for America at Southern NH University 2500 North River Rd Manchester NH 03106
Course Title(s):	24 Completed Projects in the CFA Applied Bachelors Program
Course Date(s):	Begin: 01/01/2017 End: 06/30/2017
Employee:	Laurie Heath
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$1,500.00
State Share:	\$1,500.00
Source of Funds:	Employee Training, 66% General, 34% Federal

EXPLANATION

The Department of Health and Human Services encourages and supports employees who wish to further their professional growth through continuing education in disciplines that are mutually advantageous.

College for America at Southern New Hampshire University has partnered with the State of New Hampshire to provide state employees with low-cost, competency-based associate and bachelor degree programs.

The program offered by College for America, entitled Bachelor in Arts in Management with a Concentration in Public Administration, enhances student job skills through mastery of competencies with career-specific goals. The student is expected to complete 120 competencies – twenty-four (24) goals during this two (2) year program. Each goal is matched to a specific course offered by Southern NH University, creating a very comprehensive program. The competency-based goals allow working adults to complete college degrees through practical, skill based school work.

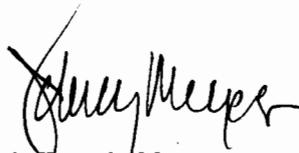
The Student will demonstrate mastery in competency areas through the course criteria set within each goal. These goals will provide the employee with real life experience through situations geared toward their current business practices and job expectations.

The employee has worked for the Department for eight (8) years and is currently a Business Administrator III in the Division of Behavioral Health, Bureau of Drug and Alcohol. This employee has worked through College for America and obtained her Associates and a portion of the Bachelor's Degree Program to date, on her own. The skills mastered in this program will benefit her office by increasing her business management skills to become more proficient in management. Successful completion of the program will add to the overall strength of the Department to perform its mission to the residents of New Hampshire.

This course will not be taken on State time

Attached is a fully executed Tuition Agreement for your review.

Respectfully submitted,



Approved by: Jeffrey A. Meyers
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 10th day of October 2016 by and through the Department of Administrative Services (hereinafter referred to as the "State) and Laurie Heath (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 \$1,500, which monies shall be used for the purpose of enrolling the Recipient in: Bachelor of Arts - Management (course name), which course(s) is being offered by Southern NH University and which course(s) shall commence on January 1, 2017 and terminate on June 30, 2017.
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 passing grade 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 in the employ 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 six (6) months.
5. The Recipient shall work in any area of the State to which he/she may be assigned, provided that such assignment will not constitute a severe hardship to said Recipient.
6. Should the Recipient breach any of the conditions set forth in paragraphs 4 and 5, 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.
7. 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.
8. 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 representatives of the State, in his/her official capacity only, and without personal liability, and the Recipient, have hereunto set their hands on the date first above written.

RECIPIENT

(signature) Laurie Heath
(printed name) Laurie Heath

THE STATE OF NEW HAMPSHIRE

(signature) Sheri Rockburn
(printed name, title) Sheri Rockburn CFO

State of New Hampshire, County of Merrimack

On this the 25 day of Oct, 2016, before me, Donna E. Walker the undersigned officer, personally appeared, Laurie Heath (recipient) 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.

Donna E. Walker
Notary Public/Justice of the Peace

DONNA E. WALKER
Notary Public, State of New Hampshire
My Commission Expires April 18, 2017