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IF



The State of New Hampshire  
Insurance Department

21 South Fruit Street, Suite 14  
Concord, NH 03301  
(603) 271-2261 Fax (603) 271-1406  
TDD Access: Relay NH 1-800-735-2964

John Elias  
Commissioner

Alexander K. Feldvebel  
Deputy Commissioner

November 28, 2018

His Excellency, Governor Christopher T. Sununu  
And the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

The New Hampshire Insurance Department requests authorization to enter into an Educational Tuition Agreement and to pay costs not to exceed \$1,500

**INSTITUTION:** College for America at Southern New Hampshire University

**COURSE Title(s):** **Account for Business**  
Project 1: Making Sense of the Mess  
Project 2: Unpacking the Statements  
Project 3: Analyzing the Statements  
Project 4: Making the Call

**Manage a Business Organization**  
Project 1: What's Your Function  
Project 2: In Theory  
Project 3: At a Distance

12 Completed Competencies  
January 1, 2019 – June 30, 2019

**EMPLOYEE:** Mary Tarbell  
Program Assistant III

**DISTRIBUTION CODE:** Funds to be encumbered from the following account:  
02-24-24-24010-25200000-066-500544  
Employee Training / Educational Training (Tuition)

**TOTAL TUITION COST:** \$1,500

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**STATE SHARE:** \$1,500-Agency Income

**SOURCE OF FUNDS:** 100% Other (Insurance Department Administrative Assessment)

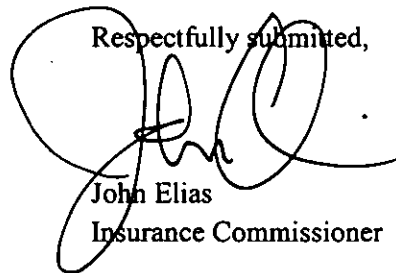
**EXPLANATION**

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 employee is required to complete competency based projects each semester to earn a Bachelor's Degree.

This employee was hired by the Department as a Program Assistant II on November 15, 2013. The employee will be pursuing a Bachelor's Degree in Communications with a concentration in Business Administration. Further development of the employee's communication skills and knowledge of management practices will build upon the employee's competency with respect to interfacing with vendors, contractors and department employees with respect to internal accounting processes and work flow, as well as providing accounting support to the Business Office Administrator. Successful completion of the program will add to the overall strength of the Department to perform its mission to the residents of New Hampshire.

The employee will be completing projects on her own personal time. A fully executed tuition agreement is attached.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'John Elias', is written over the typed name and title.

John Elias  
Insurance Commissioner



## STATE OF NEW HAMPSHIRE

### EDUCATIONAL TUITION AGREEMENT

#### COLLEGE FOR AMERICA

AGREEMENT dated this 15th day of November 2018 by and through the New Hampshire Insurance Department (hereinafter referred to as the "State") and, Mary Tarbell (hereinafter referred to as the "Recipient")

The State and the Recipient do hereby mutually agree as follows:

1. The State shall pay "per approval by Governor and Council" to the College for America the sum \$1,500 which monies shall be used for the sole purpose of enrolling the Recipient in a program for 12 competencies to be earned within a 6 (six) month term being offered by College for America. The 6 month term shall commence on January 1, 2019 and will terminate on June 30, 2019.
2. The Recipient shall complete assigned projects in the 6 month term listed in paragraph 1.
3. Recipients enrolled in College for America shall provide documentation supporting projects completed per 6 month term.
4. Should the Recipient fail to complete any project during the 6 month term in paragraph 1, the Recipient shall pay to the State the sum set forth in paragraph 1, within 60 days from the date the term was to terminate, provided, however, that if more than one project was completed during the 6 month term, listed in paragraph 1, the amount which shall be paid to the State shall be calculated on a pro rata basis.
5. Upon the satisfactory completion of the 6 month term 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 the period of twelve (12) months.
6. Should the Recipient breach any of the conditions set forth in paragraphs 3 and 4, the Recipient shall pay to the State a sum equal to all monies previously paid by the State for the Recipient pursuant to this 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.

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 hand on the date first above written.

RECIPIENT

Mary Tarbell  
Mary Tarbell

THE STATE OF NEW HAMPSHIRE

BY: John Elias  
John Elias

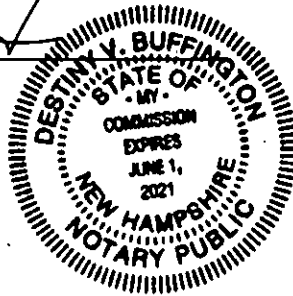
STATE OF NEW HAMPSHIRE  
COUNTY OF MERRIMACK

On this the 15<sup>th</sup> day of, November, 2019,  
before me, DESTINY V. BUFFINGTON, the undersigned officer,  
personally appeared, MARY TARBELL, known to me (or  
satisfactorily proven) to be the person whose name is subscribed to the within instrument and  
acknowledged that she/he executed the same for the purposes herein contained.

In witness whereof, I hereunto set my hand and official seal

Destiny V. Buffington  
(Signature of notarial officer)

(Seal if any)



Justice of the Peace, State of New Hampshire

My commission expires 6/1/2021