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**STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE COMMISSIONER**

BUREAU OF HUMAN RESOURCE MANAGEMENT

Jeffrey A. Meyers
Commissioner

Marilyn G. Doe
Director

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July 11, 2017

His Excellency, Governor Christopher T. Sununu
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 \$2000.00 as follows:

Institution:	Plymouth State University 17 High Street Plymouth, NH, 03264
Course Title(s):	Introduction to Instructional Design Designing Online Learning Experiences
Course Date(s):	Introduction to Instructional Design Begin: 09/05/2017 End: 10/27/2017 Designing Online Learning Experiences Begin: 10/30/2017 End: 12/22/2017
Employee:	Shannon Quinn
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$1656.00 per course (\$3312.00 for both courses, Fall semester)
State Share:	\$2000.00
Source of Funds:	Employee Training, 100% General

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.

Shannon Quinn has been employed by the Department for 10 years as a Training and Workforce Development Coordinator within the Bureau of Drug and Alcohol Services. Her daily responsibilities in the Bureau include overseeing a major training and technical assistance contract to ensure prevention, intervention, treatment, and recovery support service programs are adequately trained and supported to meet the needs of NH citizens seeking services, coordinating quarterly and customized training opportunities, and managing all aspects of online training.

The Introduction to Instructional Design course will introduce Shannon to the core principles of instructional design. She will analyze, apply, and evaluate those principles in order to develop educational materials for a wide range of online settings. The course will examine multiple instructional design models, project management of instructional projects, and will include a focus on recent contributions from cognitive science and related fields of study. This will help Shannon to consider the effective use of technology for learning as it relates to her position.

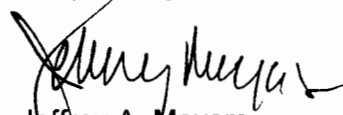
The Designing Online Learning Experiences course will focus on the application of key concepts from current learning theories, backward design, and research on online learning communities to the core design functions of writing objectives, designing assessments, planning activities and instructional materials, and designing for interaction and ease of navigation. Shannon will work both collaboratively and independently to create/modify a sample Moodle course.

Both courses are part of the employee's broader goal of completing the full Graduate Certificate Program in Online Instructional Design and will contribute to Shannon's value in the position by increasing her knowledge and understanding of online learning and how to best offer this type of instruction to service providers.

This course will not be taken on State time.

Attached is a fully executed Educational Tuition Agreement for your review.

Respectfully submitted,



Approved by: Jeffrey A. Meyers
Commissioner



THE STATE OF NEW HAMPSHIRE
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 11th day of July 2017 by and through the Department of Administrative Services (hereinafter referred to as the "State) and Shannon Quinn (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 \$2000.00, which monies shall be used for the purpose of enrolling the Recipient in: Introduction to Instructional Design (course name), which course(s) is being offered by Plymouth State University and which course(s) shall commence on September 5, 2017 and terminate on October 27, 2017 and Designing Online Learning Experiences, which course is being offered by Plymouth State University and which course shall commence on October 30, 2017 and terminate on December 22, 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) [Signature]
(printed name) SHANNON QUINN
Workforce Development Specialist

THE STATE OF NEW HAMPSHIRE
(signature) [Signature]
(printed name, title) CFO

State of New Hampshire, County of Merrimack

On this the 11 day of July, 2017, before me, Daniella Bove, the undersigned officer, personally appeared, Shannon Quinn (recipient) known to me (or satisfactorily proven) to be the person whose name is subscribed to 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.

[Signature]
Notary Public/Justice of the Peace

