



The State of New Hampshire  
**Department of Environmental Services**



Robert R. Scott, Commissioner

July 25, 2019

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

REQUESTED ACTION

It is respectfully requested that the Department of Environmental Services be authorized to enter into an educational tuition agreement and to pay costs in the amount of \$1,500 as follows:

Vendor Code:	177176-B001
Institution:	New England College 98 Bridge Street Henniker, NH 03242
Course Title:	<u>Quality Analysis for Technology</u>
Course Dates:	August 26, 2019 to October 13, 2019
Employee Name:	Luis Adorno, Environmental Program Manager
Employee Start Date:	March 7, 2014
Distribution Code:	03-44-44-441018-4790-066-050544
Total Cost of Courses:	\$1,500
State Share:	\$1,500
Source of Funds:	100% Federal Funds

EXPLANATION

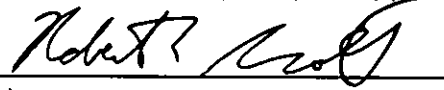
As the Environmental Program Manager at the Drinking and Groundwater Bureau at the Department of Environmental Services, Mr. Adorno has the pleasure of working with communities to increase their Capacity Development. Capacity Development is a process for water systems to acquire and maintain adequate technical, managerial, and financial capacity in order to ensure that communities have the capability to consistently provide safe drinking water to the public. This technical assistance requires for Mr. Adorno to stay current with many of the aspects in line with the New England College's Master of Business Administration (MBA) degree.

Mr. Adorno has also illustrated a willingness to further develop his professional skills with his participation and completion of the Certified Public Supervisor Program (CPS) as well as the Certified Public Managers Program (CPM). His involvement with CPS and CPM has provided him an opportunity to apply a substantial number of credits toward a post-graduate degree with New England College. The participation in the MBA degree will further enhance the acquired concepts and principles of managerial, financial, decision-making and leadership from the CPS and CPM program. In return, this opportunity will provide Mr. Adorno with a robust set of tools to assist communities within limited resources in improving their capacity of water system operations.

Mr. Adorno is required to sign a contract, which obligates him to work for the State for 6 months after satisfactory completion of each class. The agreement does require him to obtain a passing grade. If he does not comply with the terms of the contract, he will be liable for returning the amount paid. The program is directly related to his responsibilities as the Environmental Program Manager for the Drinking Water and Groundwater Bureau and the technical assistance that he provides to communities around the State of New Hampshire.

This tuition assistance has been a very successful program of the department and has resulted in many benefits to the State. The cost is minimal when compared to the cost of salary and benefits. The courses being taken directly relate to the individual and his job accountabilities, and we encourage our staff to further develop their skills so they can keep up with the latest developments in their work. We have encouraged Mr. Adorno to take these courses as part of our professional development plan.

We respectfully request your approval.



Robert R. Scott, Commissioner

**THE STATE OF NEW HAMPSHIRE**  
**EDUCATIONAL TUITION AGREEMENT**

Agreement dated this 9 day of July 20 19 by and through  
the Department of Environmental Services (hereinafter referred to as the "State) and  
Luis Adorno  
\_\_\_\_\_ 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 \$1,500.00 , which monies shall be used for the purpose of enrolling the Recipient in:

**Quality Analysis for Technology**

which course(s) is being offered by New England College and which course(s)  
shall commence on August 26 20 19 and terminate on October 13 20 19

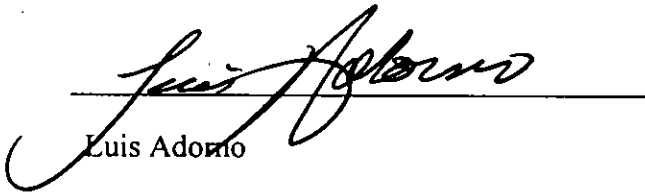
2. The Recipient shall complete and achieve a passing grade in each course named in paragraph 1.
3. Should the Recipient fail to complete and achieve a passing grade in each course named in paragraph 1, the amount which shall be paid to the State shall be calculated on a pro rata basis.
4. Upon the satisfactory 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 for each class.
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.

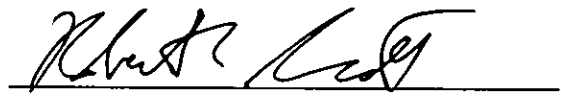
8. Should any amount be found to be due the State in any action brought against the Recipient pursuant to this Agreement, the State shall, in addition to said amount, be entitled to an award of costs and a reasonable amount in "attorney" fees.

**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**

**THE STATE OF NEW HAMPSHIRE**

  
Luis Adorno


  
Robert. R. Scott, Commissioner

**STATE OF NEW HAMPSHIRE**

**COUNTY OF** MERRIMACK

On this the 31 day of July, 20 19, before me, JANE A. MURRAY the undersigned officer, personally appeared, Luis Adorno 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  
my commission expires 5/1/24

**Name: Luis Adorno/GR009301 Program: MBA**

**Updated: 7/9/2019**

<input checked="" type="checkbox"/>	Course No.	Course Title	Credits	Term Code
<input checked="" type="checkbox"/>	MG5600	Economics for Leaders	<u>4</u>	Spring I 2019
<input checked="" type="checkbox"/>	MG5320	Strategic Marketing	<u>4</u>	Spring I 2019
<input checked="" type="checkbox"/>	MG5120	Organizational Leadership and Change	<u>4</u>	Transfer
<input checked="" type="checkbox"/>	AC5250	Managerial Accounting	<u>4</u>	Summer I 2019
<input checked="" type="checkbox"/>	FI6310	Finance for Leaders	<u>4</u>	Summer II 2019
<input checked="" type="checkbox"/>	MG6610	Strategic Planning & Policy	<u>4</u>	Transfer
<input checked="" type="checkbox"/>	MG6970	Capstone Project	<u>4</u>	Transfer
<input type="checkbox"/>		Quality Analysis for Technology	<u>      </u>	Fall 2019
<input checked="" type="checkbox"/>	MG5230	Relationship Selling Strategies	<u>4</u>	Spring II 2019
<input checked="" type="checkbox"/>		Choose From Concentration Courses	<u>4</u>	Spring II 2019

**Total Credits for Program: 40**

<b>Total Credits Earned:</b>	<b>36</b>
<b>Total Credits Remaining:</b>	<b>4</b>

*NOTE: This is not an official document. It is the student's responsibility to check accuracy.*