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Nearly \$2 Billion and Counting for our Schools

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EXECUTIVE DIRECTOR Charles R. McIntyre

May 8, 2017

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 \$864.00 in FY 2018 as follows:

<b>INSTITUTION:</b>	Online Southern New Hampshire University 2500 N. River Road Manchester, NH 03106
<b>COURSES:</b>	Finance Statement Analysis/Business Value
<b>COURSE DATES:</b>	July 3, 2017 – August 27, 2017
<b>EMPLOYEE:</b>	Sandy Goulet Agency Audit Manager
<b>ACCOUNT:</b>	Funds to be encumbered from New Hampshire Lottery Commission, Lottery Division Account FY 18: 06-083-083-830013-10290000 Training 066-500544
<b>TOTAL COURSES COST:</b>	\$864.00
<b>STATE SHARE:</b>	\$864.00
<b>SOURCE OF FUNDS:</b>	Lottery Fund



*Live Free or Die*

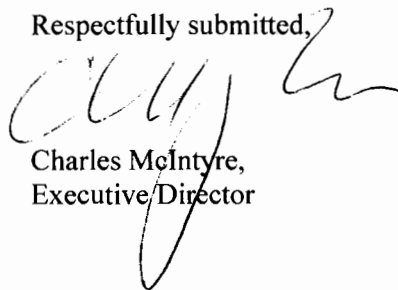
New Hampshire Lottery Commission 14 Integra Drive Concord, New Hampshire 03301  
TEL 603.271.3391 FAX 603.271.1160 TDD 1.800.735.2964 www.nhlottery.com

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

**EXPLANATION**

We request permission for Sandy Goulet, Agency Audit Manager, to participate in this course offered online through Southern New Hampshire University to develop skills to analyze financial statements and assess business value. These competencies will broaden Sandy's auditing role by enabling her to scrutinize financial health trends among the organizations and gaming activities under the purview of Racing and Charitable Gaming.

Respectfully submitted,

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

Charles McIntyre,  
Executive Director

CM:cn  
Enclosures



## REQUEST FOR TUITION ASSISTANCE

### Employee

Name: Sandy C Goulet

Title: Agency Audit Manager

### Educational Institution

Name: Southern New Hampshire University

Address: 2500 North River Road Manchester

### Course Information

Title: Fin Stmt Analysis/Bus Value -online

Credit Hours: 3.0

Dates From: 07/03/17 To: 8/27/17

Cost: 864.00

### Description:

Accountants and other business professionals are often called upon to evaluate the financial health & market value of their company & of other companies under consideration for acquisition. This course presents theory, tools & techniques that are later applied to the actual analysis of a publicly traded company as well as an introduction to fundamental valuation techniques.

### Justification and job relevance:

This class will help me understand the financial health of poker room, bingo, & Lucky 7. This class will also help me with techniques to find trends for poker rooms, bingo & Lucky 7. The techniques will also help me give my boss analysis information for these games.

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

Employee Signature: [Signature] Date: 4/24/17

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



Over \$1.7 billion to education

# EDUCATION TUITION AGREEMENT COLLEGE FOR AMERICA

Agreement dated this 8<sup>th</sup> day of May, 2017 by and through the New Hampshire Lottery Commission (hereinafter referred to the "State" and Sandy Goulet hereinafter referred to as the "Recipient").

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

1. The State shall pay the Southern New Hampshire University the total sum of **\$864.00** which monies shall be used for the purpose of enrolling the Recipient in the following courses: **three (3) month Financial Statement Analysis/Business Value**, offered by Southern New Hampshire University and which course shall commence on July 3, 2017 and terminate on August 27, 2017.
2. The Recipient shall complete assigned projects in the three months terms listed in paragraph 1 and provide documentation supporting projects completed during these three month terms.
3. Should the recipient fail to complete any project during the three month terms 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 three month term, listed 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 three month term 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. 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 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.
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 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.

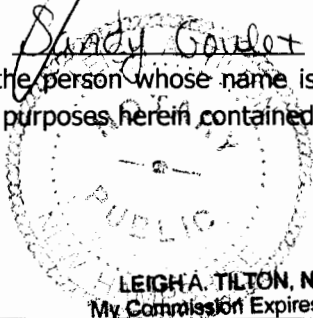
Sandy Goulet  
RECIPIENT

[Signature]  
STATE OF NEW HAMPSHIRE, COUNTY OF

On this the 8<sup>th</sup> day of May, 2017, before me, Sandy Goulet 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.

Leigh A. Tilton / Notary Public  
Notary Public/Justice of the Peace





## **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 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**

- 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 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 be achieved. If an employee has not completed a 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.

### **Financial Assistance**

- Tuition Assistance for courses are 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.