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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF BUSINESS OPERATIONS
BUREAU OF HUMAN RESOURCE MANAGEMENT

Jeffrey A. Meyers
Commissioner

Marilyn G. Doe
Director

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September 11, 2017

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

REQUESTED ACTION

Authorize the Department of Health and Human Services, to enter into an educational tuition agreement and to pay said costs in an amount of \$500.00 as follows:

Institution:	Southern New Hampshire University, College for America 2500 North River Road Manchester, NH 03106
Course Title(s):	BA in Communication with a concentration in Business
Course Date(s):	Begin: 12/01/2017 End: 05/31/2018
Employee:	Marianne Sylvester
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$1,500.00
State Share:	\$500.00
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. 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.

This program, offered by College for America, entitled, BA in Communications - Business Concentration, enhances student job skills through mastery of competencies with career-specific goals. The student is expected to complete 24 competency-based projects during a six-month semester. Each goal is matched with a specific course offered by Southern New Hampshire University, creating a very comprehensive program. The competency-based projects allow working adults to complete college degrees through practical, skill-based school work.

The student will demonstrate mastery in competency areas through the following project areas: Business Essentials, Analyzing Data, Developing a Budget, Establishing Professional Presence, Examining Ethical Perspectives, Digital and Information Literacy, and Quantitative Skills. These projects will provide the employee with real life experience through situations geared toward her current business practices and job expectations.

This employee has worked for the Department for thirteen years and is currently an Accountant II in the Bureau of Finance. The skills developed in this program will benefit the department by increasing her business accounting and management skills to become a more proficient accountant to better manage her work load and to better meet agency objectives and goals and provide exemplary customer service. 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 7th day of September 2017 by and through the Department of Administrative Services (hereinafter referred to as the "State") and Marianne Sylvester (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 \$500.00, which monies shall be used for the purpose of enrolling the Recipient in: BA in Communication with a Concentration in Business (course name), which course(s) is being offered by SNHU College for America and which course(s) shall commence on 12/1/2017 and terminate on 5/30/2018.
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 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

THE STATE OF NEW HAMPSHIRE

(signature) Marianne Sylvester
(printed name) Marianne Sylvester

(signature) [Signature]
(printed name, title) _____

State of New Hampshire, County of Merrimack;

On this the 7th day of September, 2017, before me, Stephanie A Carpenter, the undersigned officer, personally appeared, Marianne Sylvester (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.

STEPHANIE A. CARPENTER, Notary Public
State of New Hampshire
My Commission Expires August 5, 2020
Notary Public/Justice of the Peace