



SENT VIA PRIORITY MAIL, CERTIFIED RECEIPT

March 17, 2017

Attorney General Joseph Foster
Office of the Attorney General
State of New Hampshire
33 Capitol Street
Concord, NH 03301

Re: NH Mini Warn Act Notification for Daniel Webster College

Dear Attorney General Foster,

In September 2016, Daniel Webster College (“DWC”) ceased operations due to bankruptcy, and ITT Education Services, the for-profit company that owned DWC, terminated all DWC employees. However, Southern New Hampshire University (“SNHU”) provided a teach-out plan designed to postpone DWC’s closure and continue all DWC academic programs for the 2016-2017 academic year. As that academic year now draws to a close, as required by the NH Mini WARN Act, notification is being made to your office advising of the pending permanent closure of Daniel Webster College, 20 University Drive, Nashua, NH; effective May 31, 2017.

We are also notifying those additional state and local agencies that must be notified per the NH Mini WARN Act. These include the NH Labor Commissioner, NH Employment Security, and the City of Nashua, Mayor’s Office.

As of March 17, 2017, a total of 41 FT employees and 1 PT employee(s) will be impacted by this site closure. The positions affected are: Assistant Athletic Director (1), Assistant Professor (4), Associate Professor (2), Assistant Director Student Life (1), Athletic Director (1), Athletic Trainer (1), Campus Safety Officer (3), Career Services Specialist (1), Custodial Supervisor (1), Custodian (2), Director of Career Services (1), Financial Aid Coordinator (1), Head Athletic Coach (10), Head Trainer (1), Human Resources Generalist (1), Librarian-Circulation Supervisor (1), Mail Room Coordinator (1), Maintenance Worker (1), Admissions Representative (3), Senior Admissions Representative (1), Senior Director of Finance (1), Records Clerk-PT (1), Systems Administrator (1), and Admissions Receptionist (1). Understandably, this number would change if any employee(s) successfully find employment elsewhere prior to the May 31, 2017 site closure. There are no bumping rights applicable to this site closure, and there are no unions representing affected employees.

NH Employment Security is being provided with the required Mass Layoff Notification, which details the specific employee data required in connection with this matter.

Please notify me if any additional information is required by your office, in reference to this NH Mini WARN notification. If you have questions regarding the affected employees, please contact Donna Bailey, HR Generalist, SNHU/DWC, (603) 577-6211.

Thank you,

A handwritten signature in black ink, appearing to read "R. Yvette Clark".

R. Yvette Clark
Senior Vice President & General Counsel
(603) 645-9623

Office of the General Counsel

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