



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*H. Martin Lancaster, President*

March 2, 2006

Deadline: March 15, 2006

**MEMORANDUM**

**TO:** Senior Continuing Education Administrators  
**FROM:** Barbara Boyce, Director of Continuing Education  
**SUBJECT:** **Notary Public Education Program**

It was noted during the regional Dean's meeting that some colleges are not receiving the email notifications that are sent out by the NC Department of the Secretary of State regarding Notary Public Education Program updates. I have agreed to help them update their current contact list (see attachment). It is recommended that each college list 1-3 contacts. If the information for your college is not correct, please complete the attached change request form and e-mail or fax it to the name listed below by March 15, 2006.

|  |  |                     |
|--|--|---------------------|
| Joann Ingoglia<br>Program Assistant for Continuing Education |  |                     |
| Phone: (919) 807-7223  | E-mail: <a href="mailto:ingogliaj@nccommunitycolleges.edu">ingogliaj@nccommunitycolleges.edu</a> | Fax: (919) 807-7169 |

All information received by the deadline will be compiled and sent to the Notary Public Section of the Secretary of State office on March 17, 2006.

Below is a summary of the updates to the Notary Public Education Program. For more detailed information about the new Notary Act 10B go to the website link <http://www.secretary.state.nc.us/notary/>.

- Effective December 1, 2005, the new Notary Act 10B requires all Notary Public classes to be scheduled for no less than 6 hours of instruction. The course description for MLS3874-Notary Public Education was updated to reflect this change.
- Colleges may offer a Notary refresher course under MLS3874 as long as the following conditions are met:
  - The course covers the entire Act, not just the changes.
  - The course content/materials must be approved by the Secretary of State office.
  - The course must be taught by a state-approved Notary Instructor.
- The notary application has been updated and can be downloaded from the website link <http://www.secretary.state.nc.us/notary/notforms.aspx#>. If you have questions concerning the Notary Public application process, call the Notary Public Section at (919) 807-2219.
- Training for Notary Instructors is usually offered during the fall. For a list of current state-approved instructors, contact Patricia W. Holloway, NC Department of the Secretary of State, Certification and Filing Division at (919) 807-2207.

If you have other questions or concerns, please call me at (919) 807-7158.

BB/jj  
Attachment

C: Presidents

CC06-039  
E-mail

North Carolina Community College System  
**Notary Public – Contact List**

| First Name | Last Name      | Community College            | E-mail                     |
|------------|----------------|------------------------------|----------------------------|
| Rob        | Everett        | Alamance                     | everettr@alamance.cc.nc.us |
| Skye       | Myrick         | Asheville-Buncombe Technical | smyrick@abtech.edu         |
| Nancy      | Troxler        | Asheville-Buncombe Technical | ntroxler@abtech.edu        |
| Max        | Queen          | Asheville-Buncombe Technical | mqueen@abtech.edu          |
| Betsey Lee | Hodges         | Beaufort County              | betseyleeh@beaufortccc.edu |
| Chet       | Jarman         | Beaufort County              | chetj@beaufortccc.edu      |
| Sondra     | Guyton         | Bladen                       | sguyton@bladen.cc.nc.us    |
| Molly      | Parkhill       | Blue Ridge                   | mollyp@blueridge.edu       |
| Elaine     | Handville      | Blue Ridge                   | elaineh@blueridge.edu      |
| Perry      | Hall           | Brunswick                    | hallp@brunswick.cc.nc.us   |
| Jerry      | Thrift         | Brunswick                    | thriftj@brunswick.cc.nc.us |
| Cheryl     | Brown          | Caldwell                     | cbrown@cccti.edu           |
| Elaine     | Lockhart       | Caldwell                     | elockhart@cccti.edu        |
| Donna      | Bean           | Caldwell                     | dbean@cccti.edu            |
| Jean       | Wells          | Cape Fear                    | jwells@cffcc.edu           |
| Marjorie   | Spearman       | Cape Fear                    | mspearman@cfcc.edu         |
| Clarence   | Smith          | Cape Fear                    | csmith@cfcc.edu            |
| Perry      | Harker         | Carteret                     | plh@carteret.edu           |
| Sue        | Asp            | Catawba Valley               | sasp@cvcc.edu              |
| Ron        | Valentini      | Catawba Valley               | rvalenti@cvcc.edu          |
| Nancy      | Blackman       | Central Carolina             | Nblackman@cccc.edu         |
| Willie     | Nixon          | Central Carolina             | Wnixon@cccc.edu            |
| Alice      | Gilchrist      | Central Carolina             | Agilchrist@cccc.edu        |
| Bert       | Pike           | Central Piedmont             | Bert.Pike@cpcc.edu         |
| Debbie     | Egert          | Central Piedmont             | Debbie.Egert@cpcc.edu      |
| Libby      | Vagnoni        | Central Piedmont             | Libby.Vagnoni@cpcc.edu     |
| Paul       | Koehnke        | Central Piedmont             | Paul.Koehnke@cpcc.edu      |
| Susan      | Martin         | Cleveland                    | martin@cleveland.cc.nc.us  |
| Barbara    | Green          | Cleveland                    | greeneb@cleveland.cc.nc.us |
| Kelley     | Nielsen        | Coastal Carolina             | nielsenk@coastal.cc.nc.us  |
| Ken        | Williams       | Coastal Carolina             | WilliamsK@coastal.cc.nc.us |
| Sharon     | McGinnis       | Coastal Carolina             | mcginniss@coastal.cc.nc.us |
| Sherry     | Hewitt         | College of the Albemarle     | shewitt@albemarle.edu      |
| Teresa     | James          | College of the Albemarle     | tjames@albemarle.edu       |
| Virginia   | Tillett        | College of the Albemarle     | vtillett@albemarle.edu     |
| Lynn       | Hurdle-Winslow | College of the Albemarle     | lynnhw@albemarle.edu       |
| George     | Kramer         | Craven                       | kramerg@cravencc.edu       |
| Cindy      | Hess           | Craven                       | hessc@cravencc.edu         |
| Suzanne    | Wallace        | Davidson County              | srwallace@davidsonccc.edu  |
| Teresa     | Kines          | Davidson County              | tkines@davidsonccc.edu     |
| Ed         | Morse          | Davidson County              | emorse@davidsonccc.edu     |
| Dub        | Gulley         | Durham Technical             | gulleyd@durhamtech.edu     |
| Jamie      | Glass          | Durham Technical             | glassj@durhamtech.edu      |
| Marie      | Inscore        | Edgecombe                    | inscorem@edgecombe.edu     |
| Lynn       | Cale           | Edgecombe                    | calel@edgecombe.edu        |

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| First Name | Last Name   | Community College      | E-mail                        |
|------------|-------------|------------------------|-------------------------------|
| Sharmon    | Herring     | Fayetteville Technical | herrings@faytechcc.edu        |
| Joe        | Mullis      | Fayetteville Technical | mullisj@faytechcc.edu         |
| Carolyn    | Bennett     | Forsyth Technical      | cbennett@forsythtec.edu       |
| Nell       | Perry       | Forsyth Technical      | nperry@forsythtech.edu        |
| Sue        | Marion      | Forsyth Technical      | smarion@forsythtech.edu       |
| Beth       | Hollars     | Gaston                 | hollars.beth@gaston.edu       |
| Linda      | Greer       | Gaston                 | greer.linda@gaston.edu        |
| Bill       | Geter       | Guilford Technical     | Geterb@gtcc.edu               |
| Cindy      | Kane        | Guilford Technical     | kanec@gtcc.edu                |
| Leroy      | Stokes      | Guilford Technical     | lstokes@gtcc.edu              |
| Cuyler     | McKnight    | Guilford Technical     | mcknightc@gtcc.edu            |
| William    | Geter       | Guilford Technical     | Geterb@gtcc.edu               |
| Philip     | King        | Guilford Technical     | kingp@gtcc.edu                |
| Richard    | McCormick   | Halifax                | mccormickr@halifaxcc.edu      |
| Vera       | Palmer      | Halifax                | palmerv@halifaxcc.edu         |
| Rinda      | Green       | Haywood                | rgreen@haywood.edu            |
| Greg       | Rutherford  | Haywood                | grutherford@haywood.edu       |
| Noel       | Isham       | Isothermal             | nisham@isothermal.edu         |
| Fred       | Bayley      | Isothermal             | fbayley@isothermal.edu        |
| Joe        | Jones       | James Sprunt           | jjones@jsc.c.c.nc.us          |
| Lou Ellen  | Riggans     | James Sprunt           | lriggans@jsc.c.c.nc.us        |
| Ed         | Ransopher   | Johnston               | ransopher@johnstoncc.edu      |
| Talbert    | Myers       | Johnston               | myerst@johnstoncc.edu         |
| Gary       | Kennedy     | Lenoir                 | gkennedy@lenoircc.edu         |
| Jay        | Carraway    | Lenoir                 | jcarraway@lenoircc.edu        |
| Clarence   | Freeman     | Martin                 | cfreeman@martincc.edu         |
| Frankie    | McKeel      | Martin                 | fmckeel@martincc.edu          |
| Walter     | Whitfield   | Martin                 | wwhitfield@martincc.edu       |
| Linda      | Herbst      | Mayland                | lherbst@mayland.edu           |
| Hans       | Aubuchon    | Mayland                | haubuchon@mayland.edu         |
| Brad       | Ledbetter   | McDowell Technical     | bradl@mail.mcdowell.c.c.nc.us |
| Carol      | Johnson     | Mitchell               | cjohnson@mitchellcc.edu       |
| Diane      | Pritchard   | Mitchell               | dpritchard@mitchellcc.edu     |
| Michele    | Haywood     | Montgomery             | haywoodm@montgomery.edu       |
| Phil       | Kissell     | Montgomery             | kissellp@montgomery.edu       |
| Larry      | Mitchell    | Nash                   | lkm@nashcc.edu                |
| Rufus      | Brinson     | Pamlico                | rbrinson@pamlico.c.c.nc.us    |
| Glenn      | DeMunck     | Pamlico                | gdemunck@pamlico.c.c.nc.us    |
| Lola       | Poteat      | Piedmont               | poteatl@piedmontcc.edu        |
| Randy      | Reynolds    | Piedmont               | reynoldr@piedmontcc.edu       |
| Jackson    | Elliott     | Piedmont               | elliottj@piedmontcc.edu       |
| George     | Sappenfield | Pitt                   | gsappenf@email.pittcc.edu     |
| Lewis      | Edwards     | Randolph               | lwedwards@randolph.edu        |
| Don        | Childers    | Randolph               | dnchilders@randolph.edu       |
| Victor     | Dau         | Randolph               | vgdau@randolph.edu            |
| Jim        | Chavis      | Richmond               | jchavis@richmondcc.edu        |
| Robert     | Williams    | Roanoke Chowan         | robertw@roanokechowan.edu     |

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| First Name | Last Name  | Community College | E-mail                      |
|------------|------------|-------------------|-----------------------------|
| Sharon     | Hackett    | Roanoke Chowan    | hacketts@roanokechowan.edu  |
| Justin     | Oliver     | Robeson           | joliver@robeson.cc.nc.us    |
| Debra      | Brooks     | Robeson           | dbrooks@robeson.cc.nc.us    |
| Bob        | Moore      | Robeson           | bmoore@robeson.cc.nc.us     |
| Lisa       | Hendren    | Rockingham        | hendrenl@rockinghamcc.edu   |
| Donna      | Shively    | Rockingham        | shivelyd@rockinghamcc.edu   |
| Jeanie     | Moore      | Rowan-Cabarrus    | moorej@rowancabarrus.edu    |
| Kaye       | Parks      | Rowan-Cabarrus    | mcdanielm@rccc.cc.nc.us     |
| Beverlee   | Nance      | Southeastern      | bnance@sccnc.edu            |
| Stuart     | Wasilowski | South Piedmont    | swasilowski@spcc.cc.nc.us   |
| Susan      | McCaskill  | Southwestern      | susanm@southwest.cc.nc.us   |
| Melissa    | Medlin     | Southwestern      | melissam@southwest.cc.nc.us |
| Billie     | Crawford   | Sampson           | bcrawford@sampsoncc.edu     |
| Gabriel    | Gurley     | Sampson           | Ggurley@sampsoncc.edu       |
| Lynn       | Beith      | Sandhills         | beithl@sandhills.edu        |
| Carol      | Beers      | South Piedmont    | cbeers@spcc.cc.nc.us        |
| Geri       | Duncan     | South Piedmont    | gduncan@spcc.cc.nc.us       |
| Beverlee   | Nance      | Southeastern      | bnance@sccnc.edu            |
| Scott      | Sutton     | Southwestern      | scotts@southwest.cc.nc.us   |
| Lonnie     | Swanner    | Stanly            | SwannelR@Stanly.edu         |
| Kim        | West       | Stanly            | westks@stanly.edu           |
| Judy       | Riggs      | Surry             | riggsj@surry.edu            |
| Dennis     | Lowe       | Surry             | lowed@surry.edu             |
| Ed         | Smith      | Tri-County        | esmith@tricitycc.edu        |
| Terrence   | Powell     | Tri-County        | tpowell@tricitycc.edu       |
| Vanessa    | Jones      | Vance-Granville   | jonesv@vgcc.edu             |
| Diane      | Finch      | Vance-Granville   | finch@vgcc.edu              |
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| Gerald     | Mitchell   | Wake              | gamitche@waketech.edu       |
| Kathy      | Butler     | Wake Technical    | kmbutler@waketech.edu       |
| Wayne      | Loots      | Wake Technical    | waloots@waketech.edu        |
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| Carlos     | Cotto      | Wayne             | ccotto@waynecc.edu          |
| Jim        | Benton     | Western Piedmont  | jbenton@wpcc.edu            |
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| Frank      | Kidd       | Wilson            | fkidd@wilsontech.edu        |
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| Robert     | Holsten    | Wilson Technical  | rholsten@wilsontech.edu     |

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## Change Request Form

### **Add**

Please use the chart below to add a new contact or make changes to an existing contact.

| First Name | Last Name | College | E-mail |
|------------|-----------|---------|--------|
|            |           |         |        |
|            |           |         |        |
|            |           |         |        |

### **Delete**

Please use the chart below to indicate a name that should be deleted from the current list.

| First Name | Last Name | College | E-mail |
|------------|-----------|---------|--------|
|            |           |         |        |
|            |           |         |        |
|            |           |         |        |

### **Comments:**

Please complete the attached form and send by March 15, 2006, to the name listed below by phone, e-mail or fax. It is recommended that each college list 1-3 contacts. All information received will be compiled and sent to the Secretary of State office on March 17, 2006.

|  |  |                     |
|--|--|---------------------|
| Joann Ingoglia<br>Program Assistant for Continuing Education |  |                     |
| Phone: (919) 807-7223  | E-mail: <a href="mailto:ingogliaj@nccommunitycolleges.edu">ingogliaj@nccommunitycolleges.edu</a> | Fax: (919) 807-7169 |