



NORTH CAROLINA BOARD OF BARBER AND ELECTROLYSIS EXAMINERS

Telephone (919) 814-0640 • Fax (919) 981-5068
7001 Mail Service Center
Raleigh, NC 27699-7000
barbers@nc.gov • electrolysis@nc.gov
bbee.nc.gov

Minutes for Public Meeting

Held December 16, 2025, at 9:00 a.m.
Videoconference

Board Members

Sherod Holloway, Board Chairperson, Barber Member
Don Beal, Barber Member
Craig N. Burkhart, MD, Physician Member
William K. Graham, Barber Member
Paula M. Rolka, LE, Electrologist Member
Judi Rossabi, Public Member
Michael T. Swinney, Barber Member
David L. Williams, Barber Member
Margaret Wingate, LE, Electrologist Member

Executive Director

Dennis Seavers

Counsel to the Board

M. Jackson Nichols

The meeting of the North Carolina Board of Barber and Electrolysis Examiners was called to order at 9:04 a.m., on December 16, 2025.

The following board members were present by video- or teleconference: Sherod Holloway; Craig N. Burkhart, MD; Paula M. Rolka, LE; William Graham; Judi Rossabi; and Margaret Wingate, LE. The following board members were absent: Don Beal, Michael T. Swinney, and David L. Williams.

Also in attendance by videoconference were Dennis Seavers, Executive Director.

OPEN SESSION

Ethics awareness and conflict of interest

Mr. Holloway read the statement required by G.S. § 138A-15(e) on ethics awareness and conflicts of interest. No board members indicated that they had any potential or actual conflicts.

Approval of minutes

Dr. Burkhart made a motion to approve the minutes and closed session narrative from the October 21, 2025 board meeting. Ms. Rossabi seconded the motion, which passed, 6-0.

Board member	Yes	No	Abstain	Not present
Sherod Holloway	X			
Don Beal				X
Craig N. Burkhart	X			
William K. Graham	X			
Paula M. Rolka	X			
Judi Rossabi	X			
Michael T. Swinney				X
David L. Williams				X
Margaret Wingate	X			
Total	6	0	0	3

Readoption of rules

The board discussed formation of an ad hoc committee for the readoption of rules as required by the Administrative Procedures Act. Lesa Wingate, Edward Deans (member of the public), and William Graham volunteered. Mr. Holloway said he would appoint the committee.

Rulemaking

Mr. Holloway referred board members to Mr. Seavers's December 10, 2025 memo on a proposed fee increase for electrology late renewals (see Attachment 1). Following discussion by the board, Ms. Wingate made a motion to propose the rule. Ms. Rolka seconded the motion, which passed 6-0.

Board member	Yes	No	Abstain	Not present
Sherod Holloway	X			
Don Beal				X
Craig N. Burkhart	X			
William K. Graham	X			
Paula M. Rolka	X			

Judi Rossabi	X			
Michael T. Swinney				X
David L. Williams				X
Margaret Wingate	X			
Total	6	0	0	3

Budget revision

Mr. Holloway referred board members to Mr. Seavers’s December 9, 2025 memo on a revision to the fiscal year 2026 budget (see Attachment 2). Dr. Burkhart made a motion to approve the revision, and Ms. Wingate seconded. The motion passed, 6-0.

Board member	Yes	No	Abstain	Not present
Sherod Holloway	X			
Don Beal				X
Craig N. Burkhart	X			
William K. Graham	X			
Paula M. Rolka	X			
Judi Rossabi	X			
Michael T. Swinney				X
David L. Williams				X
Margaret Wingate	X			
Total	6	0	0	3

Exam notices

Mr. Seavers proposed an operational change by which notices for and results from exams would not be mailed. Instead, applicants would rely on the online exam portal and email notifications. He offered the following reasons for the change:

- Mail was unreliable, often taking weeks to deliver;
- There was notable cost for mailing;
- Significant staff time was devoted to preparing mailings, time which could be better used in different operational areas.

He previously sent out a survey to schools to solicit feedback on the possibility of eliminating mailed notices and results. Nearly all the schools supported the idea.

He emphasized that from the perspective of the applicants, this wouldn’t be a significant change; applicants were already advised through board communications (on application forms and on the board website) that they should not rely on mail and instead should check the exam portal for notifications.

By consensus, the board agreed that notices and results should not be mailed. Mr. Seavers said that the board staff would make that change toward the beginning of 2026.

Mr. Holloway adjourned the meeting at 9:38 a.m.

Minutes approved on February 17, 20026

Sherod Holloway
Board Chairperson



NORTH CAROLINA BOARD OF BARBER AND ELECTROLYSIS EXAMINERS

Memo

TO: Board members

FROM: Dennis Seavers

DATE: December 10, 2025

SUBJECT: Rulemaking—proposed fee increase for electrology late renewals

A board member has suggested that the board should increase its fee for late renewals for electrologists from \$50.00 to \$100.00. Under G.S. § 86B-70(19), the board can levy late fees for electrolysis renewals, as long as the fee doesn't exceed \$125.00.

To implement this change, the board needs to amend one of its rules, 21 NCAC 06U .0101. If the board agrees with the fee increase, it would propose the attached amendment. Following publication in the North Carolina Register, a public-comment period, and notification to the Joint Legislative Commission on Governmental Operations, the board would amend the rule and file it with the Rules Review Commission.

1 21 NCAC 06U .0101 is proposed for amendment as follows:

2

3 **21 NCAC 06U .0101 FEES**

4 (a) The following fees are payable to the Board for licensure as an electrologist:

5	(1)	Application for licensure	\$150.00
6	(2)	Initial licensure	\$125.00
7	(3)	Renewal of licensure	\$125.00

8 (b) The following fees are payable to the Board for licensure as a laser hair practitioner:

9	(1)	Application for licensure	\$125.00
10	(2)	Initial licensure	\$125.00
11	(3)	Renewal of licensure	\$150.00

12 (c) The following fees are payable to the Board for certification as an instructor:

13	(1)	Application for Electrology instructor	\$150.00
14	(2)	Renewal of Electrology instructor	\$125.00
15	(3)	Application for laser hair practitioner instructor	\$150.00
16	(4)	Renewal of laser hair practitioner instructor	\$125.00

17 (d) The following fees are payable to the Board for certification as a Board approved school:

18	(1)	IN STATE SCHOOL	
19	(A)	Application for certification as an Electrology school	\$250.00
20	(B)	Renewal of certification as an Electrology school	\$150.00
21	(C)	Application for certification as a laser, light source,	
22		or pulse light treatment school	\$250.00
23	(D)	Renewal of certification for a laser, light source,	
24		or pulse light treatment school	\$150.00
25	(2)	OUT-OF-STATE SCHOOL	
26	(A)	Application for certification as an Electrology school	\$400.00
27	(B)	Initial certification as an Electrology school	\$100.00
28	(C)	Renewal of certification for an Electrology school	\$100.00
29	(D)	Application for certification as a laser, light source,	
30		or pulse light treatment school	\$350.00
31	(E)	Initial certification as a laser, light source,	
32		or pulse light treatment school	\$75.00
33	(F)	Renewal of certification as a laser, light source,	
34		or pulse light treatment school	\$100.00

35 (e) The following other fees are payable to the Board:

36	(1)	Electrologist Examination or reexamination	\$125.00
37	(2)	Office inspection or re-inspection	

1	(A)	Electrologist – per licensee, for each office site	\$100.00
2	(B)	Laser Hair Practitioner – per licensee, for each office site	\$100.00
3	(3)	License by reciprocity	\$125.00
4	(4)	Late renewal charge	\$50.00 <u>\$100.00</u>
5	(5)	Reinstatement of expired license	\$250.00
6	(6)	Reinstatement of instructor licensure	\$250.00
7	(7)	Reactivation of license	\$150.00
8	(8)	Reactivation of instructor licensure	\$150.00
9	(9)	Duplicate license	\$25.00

10 (f) All fees shall be paid by check or money order, made payable to "The North Carolina Board of Electrolysis
11 Examiners."

12 (g) Renewal fees required for Subparagraphs (a)(3), (b)(3), (c)(2), (c)(4), (e)(2), and (e)(9) of this Rule shall be waived
13 for licensees under this Chapter that are exempt from renewal fees under G.S. 93B-15.



NORTH CAROLINA BOARD OF BARBER AND ELECTROLYSIS EXAMINERS

Memo

TO: Board members

FROM: Dennis Seavers

DATE: December 9, 2025

SUBJECT: Fiscal year 2026 budget revision

In September, the bank that provides a payment processor to the board indicated that it would shift to new software in March. This notification required us to request an escalated project from the board's licensing vendor for the interface between the payment processor and the licensing database. This memo explains the reasons for requesting a revision to the fiscal year (FY) 2026 budget.

Background

When an individual pays online for services like an application or license renewal, their bankcard data is collected by our licensing database vendor, GL Solutions. That data is then transmitted to Fiserv, which is the payment processor. Fiserv transmits that data to the bankcard issuer to see whether the transaction is approved and transmits the results to GL Solutions. Fiserv also processes the transfer of funds from the bankcard issuer to the board's bank account. (Once the transaction is complete, the bankcard data is discarded by GL Solutions, since we don't store that sensitive data.)

Fiserv's current software will be replaced in March 2026. Due to the current software configuration for the exchange of data between GL Solutions and Fiserv, there will need to be a project to update GL Solution's software. In addition, because of the short timeframe given by Fiserv for the replacement, GL Solutions will need to treat this as an escalated project rather than fitting the project into the normal timeframe. Escalated projects cost additional money.

After consulting with the board chairman, I have already approved this project. Normally, I would first request approval from the board. But in this case, it was urgent to approve this project for the following reasons:

- Waiting to the next board meeting would jeopardize GL Solution's ability to make the software updates by the March 2026 deadline.

- If the update didn't occur, the board would no longer be able to accept online transactions until the project finished.
- Online transactions, such as for renewals and exam fees, are essential to the board's current operations.

I can cover the costs from other, less urgent areas of the board's budget, but it would be best for the board to incorporate this change into the existing budget.

Requested revision

- The cost of the escalated project is \$7,541.40.
- This is a one-time rather than recurring cost.
- The amount budgeted for FY 2026 for account 52145000 (managed server support) would increase from \$54,589.32 to \$62,130.72.
- The board's overall expenditures for FY 2026 would increase from \$887,786.80 to \$895,328.20.
- The board's budgeted net income would be a loss of \$31,451.20 rather than a loss of \$23,909.80.
- The revised projecting end-of-fiscal-year fund balance would be \$1,059,941.38 rather than \$1,083,851.18.