

November 8, 2023

VIA ELECTRONIC MAIL

Janice Parker  
President  
Taylor Business Institute  
29 East Madison, LL  
Chicago, IL 60602

Dear President Parker:

This letter is formal notification of action taken by the Higher Learning Commission (HLC) Board of Trustees (“the Board”) concerning Taylor Business Institute (“the Institution”). This action is effective as of the date the Board acted, November 2, 2023. In taking this action, the Board considered materials from the recent Notice visit, including, but not limited to: the Notice Report the Institution submitted, the report from the Notice Visit team, the report of the Institutional Actions Council (IAC) Hearing Committee, and the institutional responses to these reports.

**Summary of the Action:** The Board determined that the Institution is no longer at risk of noncompliance with the Criteria for Accreditation and removed the Institution from Notice. The Institution meets Core Component 5.B with concerns. The Institution is required to submit an Interim Report, as outlined below, no later than October 31, 2025.

### **Board Rationale**

The Board based its action on the following findings made with regard to the Institution as well as the entire record before the Board:

Taylor Business Institute (“the Institution”) now meets without concerns Criterion Two, Core Component 2.A, “the institution establishes and follows policies and processes to ensure fair and ethical behavior on the part of its governing board, administration, faculty and staff,” for the following reasons:

- The Institution paid a significant portion of its payroll tax liability to the Internal Revenue Service (IRS), as documented in its financial statements.
- The Institution formalized an agreement with the IRS to pay the remainder of the balance of its tax obligation in monthly installments. The Institution has demonstrated compliance with this agreement to date.
- The Institution has recently expanded capacity and expertise in its business office. The Institution recently elevated a part-time accountant position to a full-time position. The Institution also appointed a retired Certified Public Accountant

(CPA) to its board, who has been available to the business office to ensure it meets acceptable accounting standards.

The Institution continues to meet, but with concerns, Criterion Five, Core Component 5.B, “the institution’s resource base supports its educational offerings and its plans for maintaining and strengthening their quality in the future,” for the following reasons:

- The Institution has improved its resource base through a combination of a reduction in facilities rent and increased enrollment.
- The Institution has continued to work on tactics to attract and retain both domestic and international students. This includes the use of an external vendor to recruit students and the offering of a dual credit program at a local high school.
- The Institution is also exploring ways to attract new students through new offerings and the expansion of existing offerings.
- The Institution’s enrollment has increased, and enrollment for fall 2023 exceeded expectations.
- The Institution has begun to build capacity and stability in its business office by hiring a full-time accountant and by implementing internal budgeting processes, internal financial controls, and cash flow monitoring.
- Uncertainty remains about how quickly and effectively the business office can adopt best practices and the Institution’s ability to sustain improvements in enrollments.

The Board of Trustees of the Higher Learning Commission has determined based on the preceding findings and evidence in the record that the Institution has otherwise demonstrated that it is in compliance with the Criteria for Accreditation, and is not at risk of noncompliance with the Criteria, and thus, should be removed from Notice.

### **Next Steps in the HLC Review Process**

**Interim Report:** The Board required that the Institution submit an Interim Report no later than October 31, 2025, regarding Core Component 5.B.

**Comprehensive Evaluation:** The Board maintained the Institution on the Standard Pathway with its next comprehensive evaluation for reaffirmation of accreditation in 2026-2027.

### **HLC Disclosure Obligations**

The Board action resulted in changes that will be reflected in the Institution’s Statement of Accreditation Status as well as the Institutional Status and Requirements Report. The Statement of Accreditation Status, including the dates of the last and next comprehensive evaluation visits, will be posted to the HLC website.

In accordance with HLC policy,<sup>1</sup> information about this action is provided to members of the public and to other constituents in several ways. This Action Letter and the enclosed Public

---

<sup>1</sup> COMM.A.10.010, Notice of Accreditation Actions, HLC Public Notices and Public Statements

Disclosure Notice will be posted to HLC's website not more than one business day after this letter is sent to the Institution. Additionally, a summary of Board actions will be sent to appropriate state and federal agencies and accrediting associations. This summary also will be published on HLC's website. The summary will include this HLC action regarding the Institution.

On behalf of the Board of Trustees, thank you in advance for your cooperation. If you have questions about any of the information in this letter, please contact your HLC Staff Liaison, Dr. Jamie Stanesa.

Sincerely,

A handwritten signature in black ink that reads "Barbara Gellman-Danley". The signature is written in a cursive, flowing style.

Barbara Gellman-Danley  
President

Enc: Public Disclosure Notice

Cc: Chair of the Board of Trustees, Taylor Business Institute  
Rakesh Kumar, Dean of Academic Affairs, Taylor Business Institute  
Evaluation Team Chair  
IAC Hearing Committee Chair  
Ginger Ostro, Executive Director, Illinois Board of Higher Education  
Jamie Stanesa, Vice President of Accreditation Relations, Higher Learning Commission  
Marla Morgen, Vice President and General Counsel, Higher Learning Commission