

Michigan Career and Technical Institute

11611 W. Pine Lake Road Plainwell, MI 49080

Student Personal Services Plan

Plan is reviewed annual by:

MCTI Management Team

MCTI Institutional Advisory Committee

Submitted By - Karen Pohja,
Manager of Career and Technical Education

Student Personnel Services Plan

Goal

To assure that adequate and appropriate student services are available to support the mission and programs of the institution.

Objective

Ensure MCTI student personnel services are evaluated annually for improvement including:

- Accessibility
- Grievances
- MCTI Counselors
- Orientation
- Placement
- Placement
- Records
- Safety
- Technology
- Trade training

Activities

- 1) At the end of each term all students in trade programs complete a Support Survey which includes areas of:
 - Bullying
 - Dorm
 - Financial Aid
 - Fire and Safety
 - Health Services
 - Kitchen
 - Leisure
 - Student Legislature

*Graduates complete a section for their specific Trade training

- 2) Manage emails from MRS counselors and MCTI staff Meeting minutes gathered throughout the year for orientation improvement.
- 3) Manage records process and procedures annually adjusting for improvements including adhering to state and Federal policy/procedures, as well as MRS and MCTI policies which have received input from staff and students.
- 4) Manage grievance process and procedures annually adjusting for improvements including
- 5) adhering to all state and Federal policies, as well as MRS and MCTI policies which have received input from staff and students input from staff.

Roles and Responsibilities

- 1) All managers, including the Pine Lake Fund Director (placement), review the Support Survey for issues that need to be addressed each term in their area with their staff for immediate improvement as applicable. An EOY review is part of the annual Continuous Improvement Review process at the manager's meeting before the Annual Report is finalized. Improvements made in one area that may affect another area are planned with appropriate staff and administration input working in conjunction with the MCTI Director.

Information is disseminated to staff and students as appropriate.

Leisure - Student Services manager
 Kitchen Dorm - Student Services manager
 Fire & Safety - Student Services manager
 Health Services - Vocational Rehabilitation (VR) manager
 Placement - PLF Fund Executive Director
 MCTI counselor - VR manager
 Trade training - Career & Technical (CTE) manager
 Orientation - VR manager
 Records - VR manager
 Grievances - Student Services manager, MCTI Director
 Dorm - Student Services manager

- 2) The MCTI Vocational Rehabilitation (VR) manager is responsible for initiating improvement in orientation for new students at the beginning of the term as they enter the school other than the Leisure area which is overseen by the Student

Services manager. All new students are oriented to their trade by their instructor when they enter the trade. Information is disseminated to staff and students as appropriate.

- 3) The MCTI Vocational Rehabilitation (VR) manager is responsible for records. The Career & Technical manager, Student Services manager, and clerical staff including registrar are responsible for initiating necessary improvement based on input from requirements of state and federal agencies and other input including staff and students. Information is disseminated to staff and students as appropriate.
- 4) The Student Services manager manages the complaint/grievance process and procedures. Appeals are handled by the MCTI Director .Annual adjustments are made on input for improvements from staff and students including adhering to all state and Federal polices as well as MRS and MCTI policies as applicable.