



## Annual Report August, 2014- July, 2015



The Michigan Career & Technical Institute, a program of Michigan Rehabilitation services, conducts vocational and technical training programs and provides the supportive services needed to prepare Michigan citizens with disabilities for competitive employment.

[www.michigan.gov/mcti](http://www.michigan.gov/mcti)

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## SECTION 1: INTRODUCTION

### **PURPOSE**

The primary purpose of this report is to foster continuous improvement of Michigan Career and Technical Institute (MCTI) and its programs and services. It is used as a working tool for understanding and managing performance at MCTI's campus in Plainwell, Michigan.

Management uses the information in this report, along with other relevant data, for organizational and program evaluation and to set goals for continuous improvement.

### **MCTI BACKGROUND**

Michigan Career and Technical Institute (MCTI) is one of only eight comprehensive rehabilitation-training centers in the United States and is recognized as a post-secondary training facility by the Department of Education. A distinct entity from the traditional community college or technical school, MCTI's main campus in Plainwell, Michigan has provided training for Michigan adults with disabilities since 1944.

MCTI offers a unique blend of caring support services and state-of-the art job training to meet the needs of business and industry today. It operates under the auspices of the Michigan Department of Human Services (DHS) and Michigan Rehabilitation Services (MRS).

The main campus – located on the shores of Pine Lake in southwestern Barry County – is fully accessible. For eligible adults of Michigan Rehabilitation Services, tuition and room and board are free. All classrooms, dormitory rooms, cafeteria, library and other services are located in one building for easy accessibility out of the weather. At a reasonable cost, a two- and three-bedroom housing complex is available on campus for students who wish to live outside the dorm.

MCTI offers students a full spectrum of health and social services. In addition, MCTI offers a wide variety of outdoor and indoor leisure activities, including but not limited to boating, fishing, swimming, tennis, softball, biking, fitness training, bowling, archery, basketball and volleyball.

MCTI has a Career Readiness Center (CRC) that is comprised of two programs: Career Assessment Services and Step-Up. The CRC programs work together to offer a variety of assessments, structured remediation programs and classes to prepare students to enter a career and technical education (CTE) training program that matches their skills and interests. CRC programs and classes are geared toward building employability skills needed to succeed in a CTE training program and/or in the workforce.

Depending on aptitude and interest, students may choose to enroll in a MCTI Career and Technical Education training program. In year 2014-2015, MCTI had thirteen (13) CTE training programs.

The thirteen (13) CTE training programs offered are:

Automotive	Grounds Maintenance and Landscaping
Cabinetmaking/Millwork	Machine Technology
Certified Nursing Assistant	Office Automation
Culinary Arts	Electronics
Custodial	Pharmacy Services
Graphic Communications	Retail Marketing Weatherization

## **ACCREDITATION**

MCTI has been fully accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) since 1979 and North Central Association – Commission on Accreditation and School Improvement (NCA-CASI) since 1999. During the 2013-2014 school year MCTI moved from NCA to the Council on Occupational Education (COE). We obtained accreditation status from COE on November 3, 2015. COE, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350.

## **PINE LAKE FUND**

The mission of the Pine Lake Fund (PLF) (501c3) is to promote the training and placement of persons with disabilities attending MCTI through a variety of programs, including but not limited to the following:

- PLF staff work closely with students, instructors and counselors to achieve the ultimate goal of employment for all MCTI graduates. The placement staff also works closely with employers throughout the state to promote the quantity and quality of job placements.
- The PLF board of directors maintains oversight activities for each of MCTI's career and technical education (CTE) training program's Occupational Advisory Committee (OAC). At least twice per year, PLF, staff and CTE training instructors solicit input from the OAC, which is comprised of individuals with expertise in the field. The OAC member's participation assures students and employers that the curriculum and equipment meet business and industry standards.
- The PLF board of directors is an important part of MCTI's Institutional Advisory Committee. This committee is knowledgeable of occupational education and employment needs of the community. They meet regularly to provide consultative assistance to MCTI's administration to ensure that MCTI continually strives to meet the occupational education needs of the community.
- The PLF owns and operates the Pine Lake Apartments, which is located on property adjacent to MCTI. These apartments accommodate MCTI students who wish to live outside of the dormitory. It consists of twenty apartments, 10 2-bedroom and 10 3-bedroom units.

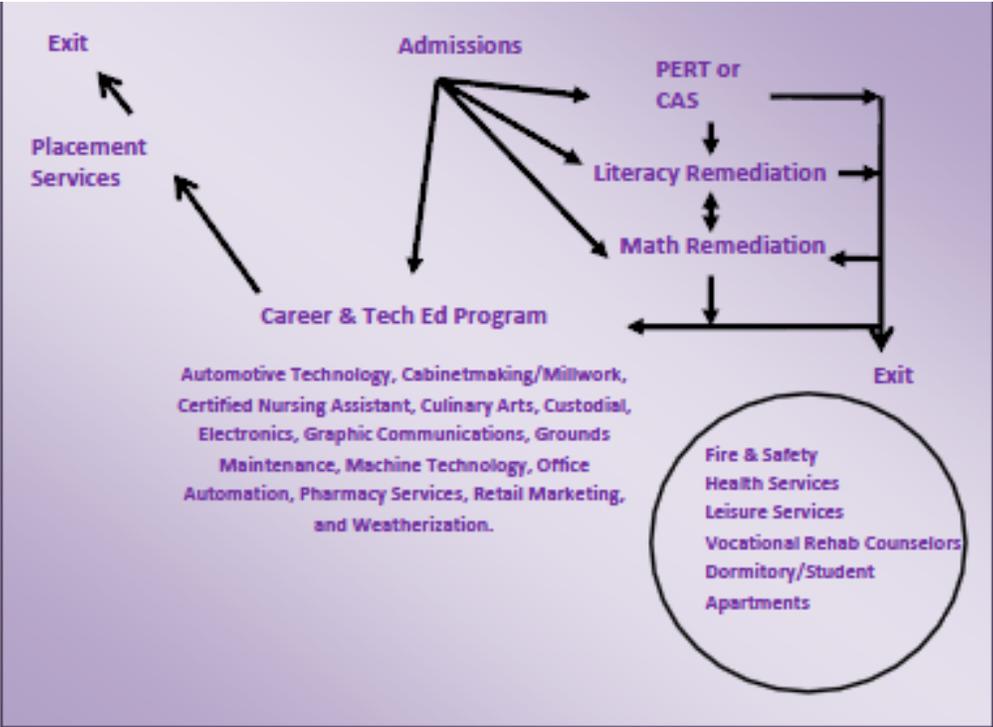
These activities were supported by MCTI funds.

## **ADMISSIONS**

The majority of students attending MCTI are referred by Michigan Rehabilitation Services (MRS). Referrals from agencies other than MRS, such as Veterans Affairs, the Bureau of Services for Blind Persons and other private rehabilitation agencies are considered on a space available basis. Students must be 18 years of age or older to participate in MCTI's assessment services or programs. Students who participate in our PERT program can be under the age of 18.

## **STUDENT PROGRESSION**

The majority of students start their MCTI experience in Career Assessment Services (CAS). From there, they may be recommended for the Step-Up program, a Career and Technical Education (CTE) program or for other community-based options in which case they will exit MCTI. In the first term of CTE training, students work with Placement Services/Pine Lake Fund to prepare for and begin a job search.



## SECTION 2: MCTI PROFILE

### TOTAL NUMBER SERVED

SCHOOLYEAR	2014-15	2013-14	2012-13	2011-12	2010-11
Numbers Served	1,304	1,070	1,056	818	858

In 2014-2015, MCTI provided services to the following individuals:

- 951 Career Assessment Services, Career Readiness Center and Trade students (Non-duplicated count)
- 75 Applications Processed - students who chose not to attend
- 50 Learning Lab Participants (Battle Creek)
- 175 Training to MRS Counselors and High School Personnel – Transition Services
- 18 MRS New Counselor Training
- 24 Certified Nursing Assistant Expansion – Detroit
- 11 Certified Nursing Assistant Expansion – Spring Harbor – Bay Bluff

### AGE RANGE

As illustrated, MCTI serves the most students aged 18-22 (85%). A small portion of individuals under the age of 18 (2%) is due to our summer transition program, Postsecondary Education Rehabilitation Training (PERT).

SCHOOLYEAR	2014-15	2013-14	2012-13	2011-12	2010-11
17	1.7%	2%	1%	0	0
18-22	85.4%	81%	82.9%	81.0%	79.3%
23-26	8.9%	11%	10.1%	13.0%	11.9%
27-31	1.9%	3%	2.9%	2.9%	3.8%
32-35	.8%	1%	0.9%	.9%	1.4%
36-45	1%	1%	0.9%	.9%	1/9%
46+	.3%	1%	1.2%	1.0%	1.4%
Unknown	0	0	0.2%	.4%	0.3%
<b>Total</b>	100%	100%	100%	100%	100%

### GENDER

The majority of students (72.9%) in 2014-2015 were male, which is a decrease from last year. In 2014-2015 our female population increased to 27.1%.

SCHOOLYEAR	2014-15	2013-14	2012-13	2011-12	2010-11
<b>Males</b>	72.9%	73.4%	74.4%	75%	77.4%
<b>Females</b>	27.1%	26.6%	25.6%	22.6%	24.3%

## ETHNICITY

MCTI's student population continues to be predominately white (78.6%). This is a 3% drop from last year. 19.7% of the student population is black and multi-racial. This is a 7% increase from last year.

SCHOOLYEAR	2014-15	2013-14	2012-13	2011-12	2010-11
White	78.6%	81.7%	83.8%	81.4%	82.3%
Black/African American	14.4%	12.7%	10.5%	12.2%	11.2%
Asian	.8%	.7%	.9%	.7%	00.7%
American Indian or Alaskan Native	.4%	.6%	.3%	.5%	00.3%
Multi-Racial*	5.3%	4%	4.4%	5%	05.5%
Native Hawaiian or Other Specific Islander	.1%	.1%	0	0	0

*\*Multi-racial includes the following: White, Hispanic or Latino, Black, American Indian or Alaskan Native, Asian, Native Hawaiian or Other Pacific Islander.*

## DISABILITY PRIORITY

SCHOOLYEAR	2014-15	2013-14	2012-13	2011-12	2010-11
Most Significantly Disabled	66.6%	71.5%	78.9%	77.3%	72.1%
Significantly Disabled	27%	24.3%	19%	21.9%	26.9%
Not Significantly Disabled	5.4%	3.4%	.9%	.1%	.1%

MCTI continues to serve students who are significantly disabled as defined by the Rehabilitation Services Administration (RSA) criteria and as determined by their MRS counselor. 66.6% of the students served in 2014-2015 **were most significantly** disabled. This is down 4.9% from last year.

## PRIMARY IMPAIRMENTS

As illustrated, the primary impairment of the majority of MCTI students is cognitive. Psychosocial continues to be the second most frequently reported disability.

SCHOOLYEAR	2014-15	2013-14	2012-13	2011-12	2010-11
Cognitive	55.1%	58.2%	61.3%	62.1%	59.4%
Psychosocial	18.6%	16.8%	14.3%	13.0%	15.3%
Other Mental Impairments	9.6%	10.4%	9.3%	7.8%	8.5%
Other Physical Impairment	7.4%	6.7%	5.5%	5.6%	5.8%
Communicative	4.2%	4.2%	5.5%	6/8%	6.0%
General Physical Debilitation	.3%	.4%	.7%	.6%	0.5%
Hearing Loss –Deafness	1.3%	1.2%	2.1%	1.8%	2.3%
Mobility and Manipulation	.7%	.8%	.1%	.6%	0.3%
Other orthopedic	0	0	.5%	.5%	0.6%
Respiratory	.3%	0	0	0	0.1%
Other visual impairments	.2%	.3%	.4%	.5%	0.3%
Deaf-Blindness	.1%	.1%	.3%	.5%	0.4%
Deafness – Auditory & Visual	1.3%	.6%	0	0	0
Not Known	.6%	.2%	0%	.1%	0.2%

## PRIMARY IMPAIRMENTS

The percentage of students with learning disabilities remains high. MCTI continues to see an increase in Autism, while Attention Deficit Hyperactivity Disorder (ADHD) decreased by 0.8% this year.

SCHOOLYEAR	2014-15	2013-14	2012-13	2011-12	2010-11
Specific Learning Disabilities	38.8%	39%	42.0%	43.9%	47.8%
ADHD	13.3%	14.2%	15%	11.4%	10.9%
Autism	20.6%	18.7%	15%	11.3%	9.2%
Congenital/birth injury	5.5%	5.8%	6.7%	8.5%	7.1%
Mental Retardation			4.8%	6.0%	2.9%
Depressive/Mood Disorders	6.0%	5.9%	5.3%	5.6%	7.1%
Drug/Alcohol Dependence	.3%	.1%	.1%	0.0%	.7%
Intellectual Disability	5.2%	4.8%	4.6%	6.0%	3.1%
Mental Illness	1.5%	1.9%	2.0%	2.4%	2.7%
Physical Disorders/Conditions	1.7%	1.7%	2.0%	2.3%	2.9%
Anxiety Disorders	1.5%	1.5%	1.2%	1.0%	1.2%
Cerebral Palsy	4.1%	1.3%	.8%	1.7%	.9%

## SECTION 3: PROGRAM EVALUATION STATISTICS

### CAREER AND TECHNICAL EDUCATION TRAINING STATISTICS

SCHOOLYEAR	2014-15	2013-14	2012-13	2011-12	2010-11
Enrollment <sup>1</sup>	522	536	532	519	537
Retention Rate <sup>2</sup>	95%	93%	92%	93%	95%
Graduates	315	342	314	315	325
Other positive completers	29	23	30	25	36
Continuing Students	115	129	110	135	110
Transfer to another Trade	30	18	22	18	22
Withdrew (student choice)	19	36	42	31	34
Did not complete	22	15	20	23	22
Percent Withdrew/Did Not Complete	8%	10%	12%	10%	10%
Employed (Graduates)	84%	83%	84%	78%	78%
Employed in trade <sup>3</sup>	84%	81%	77%	77%	65%
Employed for 90 days <sup>4</sup>	84%	70%	82%	84%	83%

<sup>1</sup> This is an unduplicated count

<sup>2</sup> Retention Rate includes graduates, continuing students, and students who transferred from one trade to another during the year.

<sup>3</sup> 84% of graduates who found employment are employed in the trade in which they trained

<sup>4</sup> 84% of graduates who found employment were employed for at least 90 days

**Positive Completers:** Positive Completers are students who graduated, earned at least one Certificate of Completion or Achievement, or returned as a post-graduate to upgrade skills.

**Transfers:** Transfers are students who begin one vocational trade and then transfer to another, either by request or because the student was not able to successfully complete the academic tasks required for the original program.

**Employment Rates:** MCTI always uses prior year data to track employment rates. This gives graduates time to find a job and make the transition from school to work, e.g. statistics for 2014-2015 are actually related to 2013-2014 graduates.

## CAREER READINESS CENTER (CRC) STATISTICS

The Career Readiness Center (CRC) consists of Career Assessment Services (CAS), Step-Up (SU), and the Reading Clinic (RC).

### Career Assessment Services (CAS) Statistics

SCHOOLYEAR	2014-15	2013-14	2012-13	2011-12	2010-11
Enrollment	488	489	598*	397	392
Completers	456	452	548	360	350
Continuing Students	0	0	0	5	9
Transfer	1	3	0	1	0
Withdrew	17	20	27	17	25
Did not complete	8	12	19	17	8

\*Includes 102 Detroit Assessments

### CRC – Step-Up (SU) and Reading Clinic (RC) Statistics

SCHOOLYEAR	2014-15	2013-14	2012-13	2011-12	2010-11
Enrollment	293	268	275	253	269
Completers	237	228	244	224	231
Continuing Students	38	4	15	12	13
Transfer	5	13	1	10	7
Withdrew (student choice)	3	17	21	13	12
Did not complete	9	4	10	6	6

The above numbers do not included the Step-Up programs that were delivered during our CNA community expansion project: Detroit – 30 Enrolled and 30 Completed.

Step-Up (SU) and Reading Clinic (RC) staff uses the Comprehensive Adult Student Assessment Systems (CASAS) testing to measure student gains in math and reading. Students who increase their test scores may meet the prerequisites for more trade training programs.

### SU CASAS Pre-Post Analysis

Math	Percent Change	Reading	Percent Change
Increases	74%	Increases	62%
No change	7%	No change	7%
Decline	19%	Decline	32%

Step-Up staff analyzed test scores and discovered the majority of students had more trade options as a result of training received in Step-Up. Results were as follows:

Based on Math score increases – 59% of the students had more trade options

Based on Reading score increases – 45% of the students had more trade options

The Reading Clinic had less than six students during the fall term and the program was discontinued due to no student interest starting with the winter term, so there is no data for the Reading Clinic as in previous years.

## OTHER TRAINING AND SERVICES STATISTICS

MCTI offers additional training opportunities for Pre-Vocational and Vocational Trade Training students.

**Integrated Technology Lab (ITL):** The ITL served students from Career Assessment Services, Step-Up, Reading Clinic, Automotive Technology, and Electronics.

SCHOOLYEAR	2014-15	2013-14	2012-13	2011-12	2010-11
Assessments		89	89	87	144
Cabling		35	21	14	31
AV		35	6	10	5
Basic EL Systems		1	8	10	5
EL Pneumatics		0	0	4	2
Auto AC/DC		15	10	12	10
Measurement		15	0	0	5
Alarms		0	2	1	0

*Due to the changeover of staff, these items were not tracked for the 2014-15 School Year.*

## SOCIAL COACHING

Targeted to students on the Autism Spectrum who have difficulties with communication skills.

2014-15	2013-14	2012-13	2011-12	2010-11
36	36	37	29	15*

*\*2010-2011 Spring and Summer Terms only.*

In addition, MCTI offers other noteworthy training and services such as:

- Postsecondary Educational Rehabilitation Training (PERT) Program.
- MRS Counselor and School Transition Counselor Training.
- Visitation days and tours for potential students.
- Visitation days and tours for Nursing and Occupational Therapy students from Western Michigan University (WMU).
- Student teachers from WMU toured the campus; an MCTI student panel answered questions for the group.
- Transition Fair participation across the state.
- Student tour guide training.
- PERT student mentor training.

### **PERT Program**

The Postsecondary Education Rehabilitation Transition Program is a school to work transition initiative that was piloted through Michigan Rehabilitation Services (MRS) at Michigan Career and Technical Institute (MCTI). Program services were provided on the MCTI Campus where students reside in the dormitory. The evaluation assessed students' vocational strengths and abilities, independent living skills, social and interpersonal skills. In 2014-2015, one hundred thirty three (133) students participated in this program, a 17.5% increase from last year and a 60% increase from the first year of the program.

<b>SCHOOLYEAR</b>	<b>2014-15</b>	<b>2013-14</b>	<b>2012-13</b>
<b>First Session</b>	<b>56</b>	<b>51</b>	<b>38</b>
<b>Second Session</b>	<b>77</b>	<b>62</b>	<b>45</b>
<b>TOTAL</b>	<b>133</b>	<b>113</b>	<b>83</b>

### **Visitation Days and Tours**

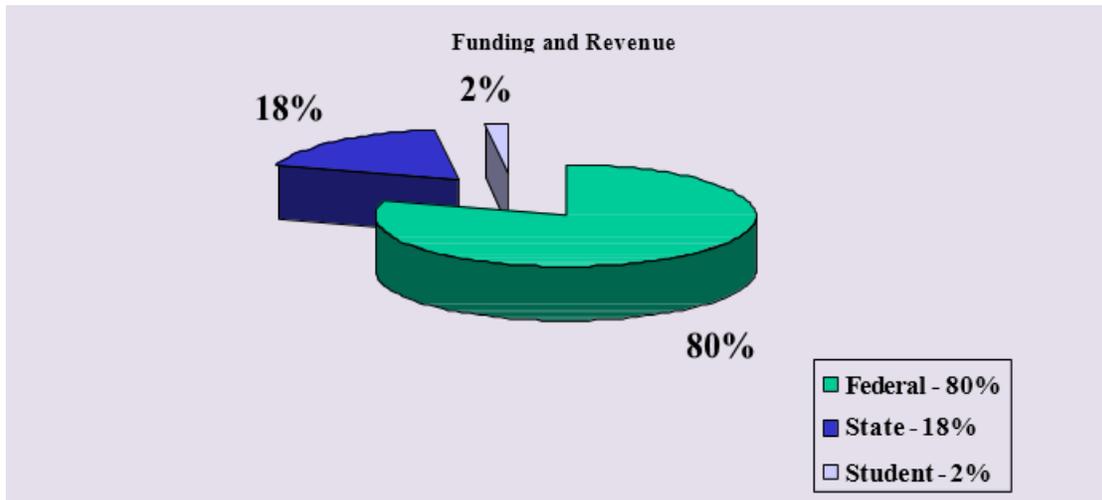
MCTI welcomes other agencies and schools to visit and tour the school. Visitation days are scheduled once per month.

<b>SCHOOLYEAR</b>	<b>2014-15</b>	<b>2013-14</b>	<b>2012-13</b>	<b>2011-12</b>	<b>2010-11</b>
<b># Agencies/Schools Touring</b>	110	128	121	122	90
<b># Individuals Toured</b>	2772	3300	2984	3103	2161

## SECTION 4: BUDGET ALLOCATION

### MCTI FUNDING AND REVENUE SOURCES

Federal and state funds are allocated through the Department of Health and Human Services (DHS) and Michigan Rehabilitation Services (MRS) to MCTI. Additional revenue is generated through student tuition/fines, private pay students and other sponsoring agencies (such as the Veterans Administration or workers compensation).



### BUDGET – COST PER STUDENT

Data Types	SCHOOL YEAR	2014-15	2013-14	2012-13	2011-12	2010-11
<b>Actual Spent</b>		\$9,835,544	\$9,799,500	\$10,534,809	\$11,146,081	\$11,114,884
<b>Number Served</b>		1,110	1,070	1,056	818	858
<b>Average Cost Per Student</b>	\$10,000	\$8,861	\$9,158	\$9,976	13,626	\$12,954

## BUDGET ALLOCATION

SCHOOL YEAR	2014-15 % Spent	2013-14 % Spent	2012-13 % Spent	2011-12 % Spent	2010-11 % Spent
Administration	5%	5%	5%		
Instruction and Academic Supports	36%	39%	37%	34%	29%
Vocational Rehabilitation	10%	9%	10%		
Health Services	6%	5%	4%		
Residential Services	5%	7%	5%		
Dormitory	19%	18%	20%		
Operation	16%	15%	17%	20%	19%
Pine Lake Fund	3%	3%	2%		
Student Services				34%	34%
Institutional Support				10%	18%

NOTE: Categories changed during the 12-13 school year.

MCTI strives to spend the most dollars (60%) on instruction/student services (Instruction, Health Services, Residential Services, Dormitory) and at least (40%) on the facility and institutional supports (Administration, Vocational Rehabilitation, Operation and the Pine Lake Fund). The chart above indicates that in 2014-2015, MCTI spent sixty-six (66%) of the budget on instruction/student services. Thirty-four percent (34%) was spent on facility operation and institutional supports (Administration, Vocational Rehabilitation, Operation, and the Pine Lake Fund). This was better than expected.

The following outlines the expenses that are included in each category:

- **Administration:** Financial aid activities and staff costs for the MCTI director, executive secretary, departmental analyst and the financial aid technician.
- **Vocational Rehabilitation:** Staffing and operation of Admissions, Career Assessment Services (CAS), and accommodations. Case services dollars are included for interpreters, social coaching and miscellaneous student services.
- **Operations:** Staffing and operation of the Maintenance Department, utilities, Business Office, transportation, technology, and marketing.
- **Pine Lake Fund:** Services purchased through the PLF including case service funds for placement services.
- **Instructional:** Staffing and operation of the Career Readiness Center (CRC) and the Career and Technical Education (CTE) programs. Case services funds are included for the purchase of instructional staff.
- **Health Services:** Staffing and operation of Health Services which includes our physician of record. Case service funds are included to cover the costs of doctor appointments, counseling and nursing staff as needed.
- **Residential Services:** Staffing and operation of Leisure Services, library, and student workers. Case service funds are used to purchase evening support services.
- **Dormitory:** Staffing and operation of the Dormitory, Kitchen, and Fire and Safety.