



# **CAMPUS SAFETY REPORT**

**Dated: May, 2019**

## Introduction

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act (Clery Act) is a consumer protection law that aims to provide transparency concerning campus crime policy and statistics. In order to comply with Clery Act requirements, schools must understand what the law entails, where their responsibilities lie, and what they can do to actively foster campus safety. Michigan Career and Technical Institute (MCTI) has worked carefully to make this annual report comprehensive.

Institutions should have adequate policies and programs to prevent crimes and to respond to reports and emergencies. MCTI is committed to doing just that and works to enhance safety in part by thoroughly tracking crimes and unusual incidents. This report not only meets legally required data compliance and disclosure obligations, but it also discusses how MCTI is creating a safe and healthy campus.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires all institutions of higher education participating in federal financial aid program to maintain and disclose crime and security information. However, the Clery Act requires that crimes be counted in the calendar year reported—regardless of the year in which the incident occurred.

MCTI is committed to providing the best learning and working environment for our campus community. Should you have questions or concerns regarding campus safety or this report, please feel free to contact me directly.

Sincerely,

Paul Mulka, Director  
Michigan Career and Technical Institute  
11611 W. Pine Lake Road  
Plainwell, MI 49080  
(269)-664-9200 or (877)-901-7360

## **QUICK REFERENCE RESOURCES**

If you need to report a fire, medical, or other emergency, off campus DIAL 911.

In the event of a fire, first response fire-fighting service is provided by Prairieville Township Volunteer Services Department's 24-hour service. All buildings on campus are equipped with fire alarm systems and accessible fire extinguishers; many have smoke detection and automatic sprinkler systems. In addition, fire drills are conducted on a regular basis.

## **ON-CAMPUS EMERGENCY TELEPHONE NUMBERS**

DORMITORY HELP LINE	202
(IF NO ANSWER CALL 269-290-3457 or 269-720-5308)	
FIRE & SAFETY OFFICE	560
(IF NO ANSWER CALL 269-290- 2465)	
LOCAL FIRE DEPARTMENT	9-911
LOCAL POLICE DEPARTMENT	9-911
24 HOUR SEXUAL ASSAULT CRISIS LINE	9-269-385-3587

## **NON-EMERGENCY TELEPHONE NUMBERS**

Dormitory	269-664-9202
Dormitory Cell	269-290-3457
Dormitory Cell	269-720-5308
Fire and Safety	269-664-9560
Prairieville Township Police Department	269-623-4800
Barry County	269-948-4800

## Crime Information and Statistics

At Michigan Career and Technical Institute (MCTI) we take safety very seriously. Each member of the campus community—students, faculty, and staff---take an active role in preventing and reporting incidents that jeopardize safety on campus. Please review this information carefully.

MCTI, in compliance with the Jeanne Clery Disclosure Act and Higher Education Opportunity and the Campus Crime Statistic Act and the Higher Education Opportunity Act (“Clery Act”), has published this document to provide its students and employees with an overview of the school’s security and safety resources, policies and procedures. A hard copy of this document may be obtained by contacting the Fire and Safety Office at (269) 664-9560 or on our website Michigan.Gov/MCTI. MCTI also reports the annual crime and fire statistics contained in this report to the U.S. Department of Education. A searchable database containing those statistics can be found at <http://ope.ed.gov/campusafety/#/>.

This report contains general information about the campus, fire and safety resources, reporting crimes, coordination between MCTI and local law enforcement agencies, crime and fire prevention, victim support services, residence hall security, crime and fire statistics, MCTI’s Relationship and Sexual Misconduct Policy, and MCTI’s Drug and Alcohol Policy. It also contains information about alcohol laws and penalties, and campus alcohol and other drug education and counseling resources.

Campus crime statistics included in this report are gathered from a variety of sources, including campus fire and safety office and local law enforcement agencies. The MCTI Clery Report is prepared by the Director of Student Services, Jennifer Zuniga and Thomas Miller, Fire and Safety Lead Worker. Contact information is:

Jennifer Zuniga, Director of  
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Tom Miller, Fire and Safety Lead Worker

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MCTI has established a Safety Committee, chaired by the Director of Student Services, to enhance efficiency and coordination to provide an effective response to the Clery Act obligations including the draft of this report. The group is comprised of representatives from instructional staff, fire and safety staff, administration, title nine coordinator, leisure staff and health services staff. Specifically, this group reviews policies and procedures related to Clery, statistics, unusual incident reports and discusses ways to improve these various components of Clery compliance. This group meets monthly and discusses specific Clery-related issues.

## Campus Sex Crimes Prevention Act

The Campus Sex Crimes and Prevention Act (CSCPA) is a federal law that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education or working or volunteering on campus.

The CSCPA amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act to require sex offenders already required to register in a state to provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. It also mandates that state procedures ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate state records or data systems.

The Michigan State Police maintain a listing of all registered sex offenders in Michigan. This information is available at:

[http://www.communitynotification.com/cap\\_main.php?office+55242/](http://www.communitynotification.com/cap_main.php?office+55242/).

<b>Criminal Offenses – On Campus</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

<b>Criminal Offenses – On Campus Student Housing</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

<b>Criminal Offenses – Public Property</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

**Hate Crimes – On Campus 2017**  
**Occurrences of Hate Crimes/Categories for Crimes Reported in 2017**

<b>Criminal Offense</b>	<b>2017 Total</b>	<b>Race</b>	<b>Religion</b>	<b>Sexual Orientation</b>	<b>Gender</b>	<b>Gender Identity</b>	<b>Disability</b>	<b>Ethnicity</b>	<b>National Origin</b>
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Race	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/Vandalism of property	0	0	0	0	0	0	0	0	0

**Hate Crimes – On Campus 2016**  
**Occurrences of Hate Crimes/Categories for Crimes Reported in 2016**

<b>Criminal Offense</b>	<b>2016 Total</b>	<b>Race</b>	<b>Religion</b>	<b>Sexual Orientation</b>	<b>Gender</b>	<b>Gender Identity</b>	<b>Disability</b>	<b>Ethnicity</b>	<b>National Origin</b>
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Race	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/Vandalism of property	0	0	0	0	0	0	0	0	0

**Hate Crimes – On Campus 2015**  
**Occurrences of Hate Crimes/Categories for Crimes Reported in 2015**

<b>Criminal Offense</b>	<b>2015 Total</b>	<b>Race</b>	<b>Religion</b>	<b>Sexual Orientation</b>	<b>Gender</b>	<b>Gender Identity</b>	<b>Disability</b>	<b>Ethnicity</b>	<b>National Origin</b>
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Race	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/ Vandalism of property	0	0	0	0	0	0	0	0	0



## Our Campus

Michigan Career and Technical Institute (MCTI) was founded in 1944 as a Vocational Training Center for Veterans in conjunction with Western Michigan University Industrial Arts Program. MCTI is an educational center for adults with disabilities and is the second largest rehabilitation training center in the country.

MCTI is located on Pine Lake in southwestern Barry County. Our campus encompasses 72 acres of land and access to 700 feet of Pine Lake. Our classrooms, dorm rooms, cafeteria, library, and other services are located in one building. There are 350 beds available in the dormitory plus an additional 15 additional 2-3-bedroom apartments which are managed by the Pine Lake Fund. The curriculum includes 13 training programs, career readiness services, and education remediation programs. MCTI is supported by Michigan Rehabilitation Services and those clients receive free tuition, room and Board.

MCTI offers a comprehensive approach to training which includes on campus services for medical and counseling, occupational therapy, interpreters, classroom and job accommodations and placement services. There are also student employment opportunities.

As of 2017, MCTI has 13 training programs. Each program has an active advisory council made up of people who work in the trade industry. Our advisory councils help ensure curriculum and equipment meet industry standards.

MCTI is recognized by the Council on Occupational Education located at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 and the Commissions of Accreditation of Rehabilitation Facilities (CARF). MCTI also works the U.S. Department of Veterans Affairs.

## Campus Safety and Security

The Fire and Safety Office is staffed 24/7 when classes are in session. The duties of our fire and safety office include building access control, emergency management, fire safety, parking services, and special event management. This department is responsible for communication to all areas of campus in event of a natural disaster, or criminal activity that may endanger students and staff and conducts educational program on crime reporting and safety (orientation). **Fire and Safety staff are not law enforcement officers. These staff can assist or conduct investigations into incidents on campus, they do not possess the same responsibilities, rights or powers as a law enforcement officer.** Fire and Safety maintains a cooperative relationship with local, county, state and federal law enforcement agencies.

Fire and Safety and MCTI administration are responsible for all the facilities Emergency Operation Plans. This plan provides a comprehensive set of guidelines for directing resources before, during and after campus emergencies and disasters. The Emergency Plan includes guidelines for medical emergencies, acts of violence or crimes,

emergency shelter, facilities management, weather related emergencies, water system management, environmental hazards and building closure.

## **Testing of Emergency and Evacuation Procedures**

Evacuation and sheltering drills are conducted annually. In addition, the facility conducts 8 fire drills each year and 4 tornado drills. The purpose of each drill is to prepare every faculty, student and staff to be prepared for an organized response to an emergency. During each drill, occupants practice drill procedures and familiarize themselves with the location of emergency exits and the sounds of the alarms. The process also provides MCTI an opportunity to test the operation of fire and safety system components in buildings. Fire and Safety office conducts follow-through activities designed for assessment and evaluation of the drill process and emergency evacuation, secure-in-place, and sheltering plans.

**If you are a victim of a crime or a witness to one, or if you need to report a fire, medical or other emergency dial 9-911 on campus or 911 from a cell phone. MCTI community members who become aware of criminal activity that represents a threat to students, employees or visitors much report that activity to Fire and Safety immediately, so that the school may issue a warning to the campus community.**

## **Missing Student Notification Policy**

In compliance with the Higher Education Opportunity Act, MCTI has established a Missing Student Notification Policy that describes the formal notification procedures to be followed when a student residing in on-campus housing has been reported missing for more than 24 hours. The Missing Student Notification Policy is available at <http://michigan.gov/mcti>.

During student orientation, all students are requested to provide the Admissions Office with the name and contact information of a personal emergency contact person(s). This information is maintained in the student's file and designated as confidential. MCTI encourages all student to provide personal emergency contact information during orientation.

Incidents of missing students at MCTI should be reported immediately to the Director of Student Services 269-664-9260, Dorm Staff 269-664-9202, and/or Fire and Safety 269-664-9560. Upon receipt of a report of a missing student who resides in on-campus housing, staff will notify the Director of Student Services to authorize a missing student investigation. If MCTI determine that a student has been missing for more than 24 hours and has not returned to campus, MCTI will contact, within 24 hours of the official determination, the person(s) the student designated in the Personal Emergency Contact. If a missing student is under 18 years of age and not emancipated, the student's custodial parent or legal guardian is also contacted. Information that a student has been determined missing will be forwarded to local law enforcement.

## **Communication about Emergency Notifications and Safety**

In the event of an emergency that poses immediate threat to the safety of MCTI's campus, Fire and Safety Office is responsible for developing and distributing emergency messages to alert the community. Distributed through the RAVE Alert System, emergency messages inform subscribers about incidents and provide direction and information to promote safety.

MCTI has a variety of ways of disseminating emergency information to the community if a threat or emergency occurs: The notification options include:

**RAVE System**-allows authorized personnel to send a recorded voice message, email, and or text message. The messages contain important information about the emergency. In addition, this notification system is used for emergency drills for Fire Alarms, Tornado Alarms, and Lock Down Drills. Drills are identified as such when issued. When the system is activated, one or more alerts are sent, depending on the situation.

**Public Announcement**-MCTI can announce emergency situations over the Public Address System.

**Outdoor Speakers**-MCTI can announce emergency situations over the Public Address System.

**Tornado Sirens**-local sirens are tested the first Saturday of every month.

**Fire Alarms**-MCTI buildings are equipped with fire alarms.

### **Timely Warnings**

The MCTI Director of Student Services or designee is responsible for determining whether or not criminal activity reported to campus security or other authorities warrants the issuance of a timely warning to the campus community. When this staff determines that there may be a serious or continuing threat to the health and safety of on-campus students, employees, or visitors, it will provide a timely warning campus-wide in a manner that is intended to enable campus community members to protect themselves and aid in the prevention of similar crimes. Timely warnings are issued only in the event that a Clery reportable crime occurs on MCTI property.

The particular method of communication by which the timely warning is provided varies depending on the specific circumstances of the crime and the potential threat to safety. Timely warnings may be issued by the RAVE System and/or email sent to staff informing them of a crime.

## **Emergency Notifications**

Emergency Notifications are issued when a significant emergency or dangerous situation (e.g. tornado/severe weather, fire, active shooter, gas leak or terrorist threat) is currently occurring on or imminently threatening campus, the Director or designee has determined that the issuance of the notification is warranted. The Director or designee evaluates information on a case by case basis and determines whether an emergency notification is necessary. The Director or designee determines who will receive the notification based on the type of emergency. Fire and Safety determines the content of the notification based upon what information was available and relevant to ensure safety. Fire and Safety initiates the RAVE emergency notifications system. The warnings are different than a Timely Warning in that it is not limited to Clery Crimes and maybe targeted to certain segments of campus.

## **Safety and Security Campus Facilities**

MCTI works hard to ensure a safe environment. MCTI hosts many events each year that are open to the public each year. The grounds and facilities are not accessible to the general public at times other than these events. The main building is open each day from 8am to 5pm and is not open to the public on the weekends.

## **Safety and Security Residence Hall**

All living areas in the dorm are locked and can be accessed only by residents or staff using an identification card. Residents entering the dorm must scan their MCTI ID on designated doors through the use of electronic key access. Guests must sign in at the dorm office and be accompanied by a current resident of the school at all times. Guests must exit the building by 10pm.

## **Relationship Violence and Sexual Misconduct**

Michigan Career and Technical Institute (MCTI) is committed to promoting and maintaining a learning and working environment free of sexual harassment, misconduct and discrimination. Examples may include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. MCTI affirms its commitment to promoting the goals of fairness and equity in all aspects of its operations. The policy applies to all members of the MCTI community which include administrators, supervisors, staff, vendors, or others who conduct business with MCTI or who are participating in a MCTI-sponsored program. All guests and visitors have the right to be free from all forms of misconduct. MCTI uses the preponderance of the evidence (also known as “more likely than not”) as a standard for proof of whether a violation occurred.

Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

MCTI's Relationship Violence and Sexual Misconduct Policy (POLICY 37 & POLICY 51), applies to all members of the MCTI community---faculty, staff, and students and applies to all types of RVSM, including same sex RVSM. The policy defines prohibited behavior and outlines procedures for complaints about sexual misconduct and relationship violence, including with whom to file a complaint. Specifically, the policy defines, domestic violence, dating violence, stalking, sexual misconduct, sexual harassment, sexual violation, sexual exploitation, consent and incapacitation. This policy also covers privacy and confidentiality, complaint procedures and provides resources.

## **State and Federal Laws**

MCTI prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking. Under Michigan Law, these crimes are defined as follows:

Stalking-a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

Domestic Violence-as assault or assault and battery of 1) a current or former spouse, 2) an individual with whom the assailant has or has had a dating relationship, 3) an individual with whom the assailant has had a child in common, or 4) a resident or former resident of the assailant's household.

'Dating Relationship'-means frequent, intimate associations primarily characterized by the expectation of affectional involvement. This term does not include a casual relationship or an ordinary fraternization between two individuals in a business or social context.

'Dating Violence'-is a form of domestic violence under Michigan Law.

Michigan criminal laws regarding sexual assault are separated into four degrees of criminal sexual conduct. For each of those criminal offenses, the following definitions apply:

'Sexual Contact'-includes the intentional touching of the victim's intimate parts or the intentional touching of the clothing covering the immediate area of the clothing covering the immediate area of the victims parts, if that intentional touching can be reasonably construed as being for the purpose of sexual arousal or gratification, done for a sexual purpose, or in a sexual manner for: revenge, to inflict humiliation, or out of anger.

"Sexual penetration"-means sexual intercourse, cunnilingus, fellatio, anal intercourse, or any other intrusion, however slight, of any part of a person's body

or of any object into the genital or anal openings of another person's body, but emission of semen is not required.

Consent is not defined by Michigan Law. At MCTI, consent is defined as the 'voluntary, willful, and unambiguous agreement to engage in a specific sexual activity during a sexual encounter.

## **Title IX of the Education Amendments of 1972**

The Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Title IX applies to issues involving both students and employees of MCTI. Title IX states the following:

*"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."*

Section 504 of the Rehabilitation Act of 1973 protects the rights of individuals with disabilities in programs and activities, including schools, that receive federal funds. Section 504 provides that: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

## **Relevant Definitions**

**Reporting Party:** In this process, the person alleging a violation of policy is referred to as the reporting party.

**Responding Party:** In this process, the person who is alleged to have violated campus policy is referred to as the responding party. The "respondent" or "responding party" is the party accused of sexual misconduct or interpersonal violence

**Sexual Discrimination:** Occurs when a person has been treated inequitably based on sex, gender identity, or gender expression. Specifically, the UM System prohibits the following forms of sex discrimination: sexual harassment, sexual misconduct, sexual exploitation, stalking on the basis of sex and dating/intimate partner violence

**Sexual Misconduct** includes but is not limited to sexual harassment, sexual violence including dating violence, domestic violence, stalking, sexual assault and sexual exploitation.

**Sexual Harassment** is unwelcome, unsolicited, offensive behavior of a sexual nature including unwelcomed sexual advances, requests for sexual favors, sex-based and/or gender-based verbal, written, online and/or physical conduct of a sexual nature based on a person's gender, sexual orientation or gender identification.

Sexual harassment may include, but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person, with sexual or demeaning implications
- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grade, job, etc.
- References to sexual orientation

**Sexual violence** may include dating violence, domestic violence, stalking, sexual assault and sexual exploitation.

1. Dating violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
2. Intimate Partner Violence (Domestic Violence) defined as violence or abuse between those in an intimate relationship to each other. A felony or misdemeanor crime of violence committed:
  - By a current or former spouse or intimate partner of the victim;
  - By a person with whom the victim shares a child in common;
  - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner

**Stalking** on the basis of sex is following or engaging in a course of conduct on the basis of sex with no legitimate purpose that puts another person reasonably in fear for his or her safety.

**Sexual Exploitation** occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.

**Consent** or Consensual Contact is clear, and knowing, voluntary [or affirmative, conscious and voluntary] words or actions that give permission for specific sexual activity.

**Discrimination:** Actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender;

**Coercion:** Unreasonable pressure for sexual activity. Coercion is unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive

**Intimidation:** Implied threats or acts that cause an unreasonable fear of harm in another

**Force:** The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or that produces consent

**Retaliation:** To intimidate, threaten or coerce, or otherwise discriminate against any individual for exercising their right to file a good faith complaint of a violation of policy.

## **Prevention**

MCTI provides several resources and services to assist students and staff in addressing issues involving sex discrimination, harassment, and misconduct. Throughout the year, MCTI staff and students will participate in training to promote awareness; review policies; review the investigation and hearing process, risk reduction, campus safety and resources. MCTI has established an MCTI Equity Inclusion team which will take prompt and effective steps to end misconduct and harassment, prevent its recurrence and remedy any discriminatory effects on the victim and others as appropriate. MCTI uses the preponderance of the evidence (also known as “more likely than not”) as a standard for proof of whether a violation occurred. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources. The Equity and Inclusion Team includes the Title IX Coordinator who oversees the policy implementation and develops the education and prevention program designed to address the MCTI community culture.

MCTI implements several intervention approaches toward the prevention of sexual misconduct and victimization including primary and secondary prevention strategies. Students enrolling in the comprehensive vocational evaluation program engage in structured male and female group activities focused on topics related to healthy interactions, prevention and risk reduction. School resources are reviewed during the student’s engagement in the group sessions and reviewed with the students assigned Vocational Counselor. Secondary prevention measures include notification to students of our policies involving sexual misconduct, dating and domestic violence and the recommended steps to address the short-term impact of occurring incidents.

MCTI provides annual educational seminars regarding Title IX to staff and students. Informational materials are distributed reviewing strategies to reduce the incidence of sexual assault. risk reduction and prevention strategies.

**MCTI’s Equity and Compliance Team** affirms MCTI's commitment to promoting the goals of fairness and equity in all aspects of its operations. The ECT team oversees and tracks investigations of complaints and recommends solutions for issue resolution and monitoring of efforts to comply with Title IX legislation, regulation, and case law. The team also tracks and oversees implementation of the policy.

Title IX/504 Coordinator:

Felicia Love, Vocational Rehabilitation Counselor/Program Manager

[lofef@michigan.gov](mailto:lofef@michigan.gov)

(269) 664-9584



MCTI's Title IX Coordinator's responsibilities include ensuring that MCTI is compliant with all requirements under Title IX of the federal Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other laws prohibiting discrimination or otherwise designed to assure equitable education and work environments. The Title IX Coordinator oversees the development and delivery of prevention and awareness programs related to sexual misconduct and sex discrimination ensuring that all members of the MCTI school community are aware of the discrimination policies and resources.

Title IX Administrator:  
Jennifer Zuniga, Director of Student Services  
[Zunigaj@michigan.gov](mailto:Zunigaj@michigan.gov)  
(269) 664-9260

The Title IX Coordinator works closely with the Title IX Administrator to monitor Title IX investigations, reviews and address investigation resolution. The Title IX Administrator oversees all complaints from staff regarding other staff.

Title IX Deputy Coordinator:  
Kasey Burlew, Admissions Coordinator  
[BurlewK@michigan.gov](mailto:BurlewK@michigan.gov)  
(269) 664-9223

The Deputy Title IX Coordinator collaborates with Title IX Investigators to resolve Title IX-related complaints.

Fire and Safety Coordinator  
Tom Miller  
[MillerT@michigan.gov](mailto:MillerT@michigan.gov)  
269-664-9560

MCTI's Fire and safety Department is committed to maintaining a safe and secure environment for students, faculty and staff to live, work and study.

## **Investigation Procedures**

In the event that sexual misconduct, gender-based violence, or the crimes of sexual assault, stalking, dating violence, or domestic violence do occur, MCTI takes the matter very seriously. MCTI employs interim protection measures such as interim suspensions, and/or no contact orders in any case where a student's behavior represents a risk of violence, threat, pattern or predation. If a student is accused of sexual misconduct, gender-based violence, or the crimes of sexual assault, stalking, dating violence, or domestic violence, s/he is subject to action in accordance with the Student Misconduct policy in the handbook. A student wishing to officially report such an incident may do so to the Title Nine Coordinator, Program Manager, or Administrator.

When MCTI learns of an incident related to sexual misconduct or relationship violence, regardless of whether the alleged victim is the individual who reports, MCTI has an

obligation to conduct, when possible, an investigation. Trained counselors assigned to students will conduct the investigations under the oversight of the Title IX Coordinator, the Title IX Administrator and the Director. Investigations will include interview of the Complainant, Respondent and any witnesses. A review of evidence, such as electronic and written material, will be conducted if any such evidence exists. Both the Claimant and the Respondent will be notified of the outcome of an investigation and provided with an opportunity to respond before the final report is issued. MCTI will use its best efforts to complete its investigations of sexual misconduct, gender-based violence, or the crimes of sexual assault, stalking, dating violence, or domestic violence within 60 calendar days, although this timeframe may be extended for good cause. Throughout the process, Claimants and Respondents may have an advisor or support person of their choice present.

Anyone with knowledge of such an incident is encouraged to report it immediately. Protective measures for victims are available from the campus whether a victim chooses to report to local and/or campus law enforcement, and irrespective of whether a victim pursues a formal complaint through the MCTI resolution process.

Any victim of sexual misconduct, gender-based violence, or the crimes of sexual assault, stalking, dating violence, or domestic violence are recommended to follow some or all of these safety suggestions for guidance if an incident has occurred:

1. Go to a safe place and speak with a staff person. If there is any immediate danger, dial 9-911 on-campus.
2. Consider securing immediate professional support through counseling, victim advocacy, medical services, etc. for assistance during the crisis through Health Services, Kalamazoo YWCA Sexual Assault Program 269-385-3587.
3. If a student is on campus during regular business hours, the student may go to their Program Manager or Health Services for counseling services. After business hours, or in any situation where a victim wishes, local resources are also available and may be able to provide confidential assistance. YWCA Sexual Assault 269-385-3587 or Domestic Violence 269-385-3587
4. For safety and well-being, immediate medical attention is encouraged. Further examination as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault.
  - To preserve evidence, it is recommended that the victim not bathe, shower, douche, eat, drink, smoke, brush their teeth, urinate, defecate, or change clothes before receiving medical attention. Even if the victim has already taken any of the actions, they are still encouraged to have prompt medical care, and evidence may still be recoverable.
  - If Police will be potentially involved, it is best to leave everything undisturbed from the scene. They will gather any pertinent articles that may be used for evidence.
  - If the victim has physical injuries, photograph or have them photographed with a date stamp on the photo.
  - The victim should record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation.

- If the victim obtains external orders of protection (e.g. restraining orders, injunctions, protection from abuse), they are asked to please notify Fire and safety or the Title IX team so that the orders can be observed on campus.

Procedurally, when MCTI receives a report of sexual misconduct, gender-based violence, or the crimes of sexual assault, stalking, dating violence, or domestic violence, sanctions range from warning to expulsion. Serious and violent incidents and acts of non-consensual sexual intercourse usually result in suspension, expulsion, or termination of employment.

When MCTI receives a report of the above-mentioned acts, the campus Investigators, Title IX coordinator, Title IX Administrator or the Deputy Title IX Coordinator are notified. If the victim wishes to access local community agencies and/or law enforcement for support, MCTI will assist the victim in making these contacts. The Investigators and the TITLE IX team will offer assistance to victims in the form of interim or long-term measures such as opportunities for academic accommodations; changes in housing for the victim or the responding students; changes in working situations; and other assistance as may be appropriate and available on campus or in the community (such as no contact orders, campus escorts, transportation assistance and targeted interventions). If the victim so desires, that individual will be connected with a counselor on or off campus as well as an on or off campus victim's advocate. No victim is required to take advantage of these services and resources, however MCTI provides them in the hopes of offering help and support without condition. A summary of rights, options, supports, and procedures, is provided to all victims, whether they are students, employees, guest, or visitors.

When appropriate upon receipt of notice, the Title IX team will cause a prompt, fair, and impartial process to be initiated, commencing with an investigation, which may lead to the imposition of sanctions based upon a preponderance of evidence (what is more likely than not), upon a responding student or other accused individual. The Title IX team is responsible for assuring in all cases that the behavior is brought to an end, that MCTI acts to reasonably prevent its recurrence, and the effects on the victim and the community are remedied. The Coordinator is responsible for assuring that training is conducted annually for all advocates, investigators, hearing officers and appeals officers that encompass a hearing process that protects the safety of victims and promotes accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation and other behaviors that can be forms of sex or gender discrimination covered by Title IX and the Clery Act. Training will help those decision -makers in the process of protecting the safety of victims and promoting accountability for those who commit offenses.

The investigation and records of the resolution conducted by MCTI are maintained confidentially. Information is shared internally between administrators and staff who need to know for campus safety procedures. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation is maintained in

accordance with Michigan law and the federal FERPA statute. Any public release of information needed to comply with the open crime logs or timely warning provisions of the Cleary Act will not include the names of victims or information that could easily lead to a victim's identification. Additionally, MCTI maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent necessary to provide the accommodations.

In any complaint of sexual misconduct, gender-based violence, or the crimes of sexual assault, stalking, dating violence, or domestic violence, covered under the Title IX federal law, the person bringing the accusation and the responding party are entitled to the same opportunities for a support person of their choice throughout and to fully participate in the process, including any meeting, conference, hearing, appeal or other procedural action. The victim and the responding party will be informed of the outcome through verbal or written means, including the finding, the sanctions (if any), and the rationale. Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will be informed of MCTI's appeal processes and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed verbally or in writing and will be notified when the results of the resolution process become final.

## **Drugs and Alcohol**

MCTI compliance and provisions of the Drug-Free Schools and Communities Act and MCTI's Substance Abuse Policy applies to all members of the MCTI community--- faculty, staff, and students. The policy, student handbook, or Civil Service Rules (for staff) defines prohibited behavior and outlines consequences for violations.

MCTI is a drug/alcohol free campus and prohibits the possession, manufacturing, distribution or use of illicit drugs and alcohol by students on MCTI's campus or at any school sponsored events whether on campus or off campus. Alleged violations are investigated thoroughly, and disciplinary action can include suspension or termination of programming. In addition, students can expect to be arrested and prosecuted for unlawful possession, use or distribution of illicit drugs and alcohol on campus. In addition, MCTI staff have the right to have any student tested for drugs during the MCTI school day if there are observed inappropriate behaviors by MCTI staff and that MCTI staff person completes and Observed Rationale for Drug Screening Form.

Consistent with Michigan and federal law, MCTI maintains a workplace free from the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illicit drugs, and alcohol are prohibited on MCTI's campus. Pursuant to State of Michigan Work Rules governing employee discipline, any employee involved in the unlawful use, sale, manufacturing, dispensation, or possession of controlled substances, illicit drugs, or alcohol on MCTI premises, or working under the influence of such substances, will be subject to disciplinary actions up to and including dismissal or referral for prosecution.

## The Law and MCTI Policies

To provide for the safety of MCTI community and the protection of MCTI Property, MCTI has set standards of conduct found in the Student Handbook. Detailed information can be found on-line at

[https://www.michigan.gov/documents/dhs/MCTI\\_Student\\_Handbook\\_497155\\_7.pdf](https://www.michigan.gov/documents/dhs/MCTI_Student_Handbook_497155_7.pdf)

MCTI's standards of conduct do not replace, or relieve, persons from obligations to comply with the requirements of civil or criminal laws. Unlawful behavior may result in criminal prosecution as well as MCTI disciplinary action.

## Fire Safety Information and Statistics

In accordance with the Higher Education Opportunity Act of 2008, institutions with on-campus student housing facilities must publish annually a fire and safety report that provides information on campus fire and safety practices and standards. MCTI complies with this regulation by including all mandatory fire safety information as part of this annual report.

Lead Fire and Safety Officer is charged with all aspects of fire safety for MCTI except suppression of active fires. Prairieville Township utilizes a volunteer department to respond to fire emergencies. The Lead Fire and Safety Officer is tasked with monitoring compliance with fire codes, fire safety inspections and fire/arson investigations.

## Fire Statistics and Fire Log

### 2017 – Fires – On Campus Student Housing Facilities

Facility	Street Address	# of Fires
MCTI Dormitory	11611 Pine Lake Road, Plainwell, MI 49080	0
Pine Lake Apartments	11825 Pine Lake Road, Plainwell, MI 49080	0

### 2016 – Fires – On Campus Student Housing Facilities

Facility	Street Address	# of Fires
MCTI Dormitory	11611 Pine Lake Road, Plainwell, MI 49080	0
Pine Lake Apartments	11825 Pine Lake Road, Plainwell, MI 49080	0

### 2015 – Fires – On Campus Student Housing Facilities

Facility	Street Address	# of Fires
MCTI Dormitory	11611 Pine Lake Road, Plainwell, MI 49080	0
Pine Lake Apartments	11825 Pine Lake Road, Plainwell, MI 49080	0