



**VOCATIONAL TRAINING
INSTITUTE**

**FIVE YEAR STRATEGIC PLAN
2026-2031**

Preface

Vocational Training Institute's (VTI) strategic plan includes

- (1) the purpose/mission of the institution.
- (2) vision of the institution.
- (3) objectives of the institution for a period of five years and strategies for achieving those objectives; and
- (4) strategies for evaluating progress toward achieving those objectives.

In addition, we seek review and comment from faculty, administration and staff concerning this plan on an annual basis. The CEO facilitates the review with all participants commenting on the plan as part of a "State of the School and Future Vision" meeting, which is held annually. For 2026, this review and comment occurred during an all staff and educator dinner meeting on January 24, 2026. At that meeting, the school's strategies, and input on the school fulfilling its objectives, were discussed. Achievement of objectives is assessed, and feedback/review is provided by the school's employees.

Purpose/Mission

The Mission of Vocational Training Institute is to provide students with the skills they need for successful careers in fast growing industries nationwide. We want to provide students with quality training and materials in order for them to become successful in their industries.

Vision

The Vision of Vocational Training Institute is to be a constructive change in our students' lives by creating pathways for students to become quality craftspeople capable of fulfilling tomorrow's workforce needs.

Values

The Values of Vocational Training Institute include community engagement, purpose, diversity, respect and a commitment to continuous quality improvement.

Plan

Over the next five years of implementing this strategic plan, we will focus on the strategic priorities listed as goals below.

1. ACCREDITATION:

- a. Achieving accreditation through the Council on Occupational Education in 2026 and participating in the U.S. Department of Education's student financial aid programs from 2027 onward.

Strategies for achieving objective:

Budget: Allocate \$30,000 for development meetings and campus improvements.

Focal areas: Attending COE workshops/conferences; conducting quarterly all staff meetings; holding committee meetings/luncheons to work on Self Study

- b. Update technical infrastructure.

Strategies for achieving objective:

Budget \$75,000 for new technology

Focal areas: new technology systems that include phone systems, Verity and SIS

- c. Expand administrative capacity by onboarding additional experienced staff.

Strategies for achieving objective:

Allocate an additional \$550,000 annually for staffing

Focal areas: Onboarding an experienced registrar, bursar, student services, compliance, admissions and financial aid coordinator

2. INTERNAL TRAINING

- a. Implement a comprehensive New Hire On-boarding & Training Program

Strategies for achieving objective:

Budget: \$20,000 for professional development

Focal areas: Enhance training to cover instructional best practices, leadership, student engagement, technology proficiency, Title IX, ADA, and regulatory compliance.

3. SCHOOL BUILDING IMPROVEMENTS.

- a. Our building, home to VTI since 2018, has seen VTI expand from one of two suites to both suites encompassing the entire building. But the takeover of the adjacent suite needs remodeling to suit our purposes better as it was originally built-out as an office and call center space. Consequently our plan is to remodel and expand facilities to support institutional growth and program delivery.

Strategies for achieving objective:

1. Construct an opening on fire wall between the hvac suite and welding suite for improved accessibility
2. Add new bathroom facilities
3. Construct classrooms, storage space and a fabrication shop in large open space between welding classrooms and lab
4. Construct classrooms in the front and middle spaces of the hvac suite

Budget: Mortgage \$150,000 spread out over five years

4. FACILITY ENHANCEMENT AND UTILIZATION

- a. Establish ongoing training and facility needs assessment programs.

Strategies for achieving objective:

1. Conduct quarterly reviews of equipment and supply needs
2. Implement a work order system for repair requests

Budget: \$2,000 annually

5. DEVELOP CONSISTENT STUDENT SERVICES

- a. Deliver consistent, high-quality student services across campus.

Strategies for achieving objective:

1. Ensure daily student support coverage
2. Conduct weekly check-ins addressing attendance, academics, and personal challenges
3. Strengthen early alert and referral systems
4. Improve communication between students, faculty and administration
5. Increase student awareness of available support resources through orientation and campus meetings
6. Maintain rapid response time for student concerns, scheduling and documentation issues

Budget: \$1,000 annually