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TASK FORCE FOR WEST METRO PLANNING FY 2011-2013

Revised December 3, 2010

I. Background

The University's Facilities Master Plan outlines the University's long-term plans for the development of the campus and facilities that will be needed to enable the University to carry out its mission and serve its designated target audiences in the coming decades. An updated Master Plan, which we expect to submit to MnSCU in December 2010, calls for Metropolitan State University to take decisive actions in order to attain the additional physical facilities and locations needed to enable the University to fulfill its mission as the public urban/metropolitan university for the Twin Cities. These actions include:

1. Additional build-out of facilities and parking on the main St. Paul (East Metro) campus.
2. Creation of a highly visible West Metro campus to serve Minneapolis and the Western suburbs and to balance the University's high visibility in the St. Paul side of the Twin Cities with a new level of presence and visibility on the Minneapolis side.
3. Discontinuation of our reliance on the Midway campus (1450 Energy Park Drive and 1380 Energy Park Lane), the lease for which will expire in 2013, and also a phasing out of most of our reliance on office and classroom space at the MCTC site by 2013.

Planning and strategizing for the new West Metro campus – and for the thoughtful distribution of faculty, staff, programs, and services across the resulting main East Metro and West Metro campuses – will require significant effort and input by all parts of the University community. This process should begin as soon as possible in order to ensure sufficient planning and a smooth transition. It is expected that all parts of the University will be called upon to participate in this effort as needed. A Task Force for West Metro Planning, however, will take a leadership role in defining the framework, principles, and methods by which integrated planning will be achieved.

II. Charge

The Task Force is charged to work with the President on strategic planning for the development of a highly functional Metropolitan State University campus and presence in the West Metro area of the Twin Cities. This goes beyond "bricks and mortar" discussion and decision-making to include the development of the entire Metropolitan State University experience and image in the West Metro (Minneapolis and surrounding western communities of the seven county area). The Task Force is charged with helping to develop the critical pathway to a successful Metropolitan State University West Metro Experience.

The Task Force will also advise the President on a list of critical tasks and a work plan for the formation of a West Metro campus and the phasing out of the current Midway and Minneapolis campuses. The Task Force will be asked to use data and other objective considerations to address issues related to optimal location, initial scope and growth capacity, college/program placement, sited student service types and levels, facility/technology needs, etc.

Finally, the Task Force will facilitate robust communication around this initiative. Using resources such as a University-wide D2L Site, the Task Force will help bring the University's collective intelligence to bear on this initiative by providing a sustained conversation around the key questions that must be addressed in order for thorough planning to take place, and it will help keep the University community involved and informed about ongoing planning for this initiative.

III. Membership

The Task Force will include:

- President
- Provost (chair)
- Vice President for Student Affairs
- Vice President for Finance/Administration
- Vice President for Advancement
- Seven IFO representatives: one from each college/school and from the library, and including at least one representative from each campus
- Three ASF representatives: one each from the Minneapolis, Midway, and St. Paul campuses
- One AFSCME representative
- One MMA representative
- One MAPE representative
- Two students, including one from the West Metro area
- Associate Vice President for Capital Planning and Campus Services
- Associate Vice President for Enrollment Management
- Associate Vice President for Financial Management
- Chief Information Officer
- Dean, College of Management
- One additional academic dean
- Architectural consultant

IV. Duration

This Task Force will be formed by the end of December 2010 and will meet monthly in small working groups or as a whole and as needed. Because continuity and base knowledge are critical for this group to do its work, we ask that members commit to a three-year term on this Task Force. The group's work will be completed three months after the West Metro campus is opened.

V. Deliverables

The Task Force is asked to produce a range of deliverables over the next three years.

FY11 (formation through June 30, 2011):

1. Identify organizational goals and principles to guide the West Metro Planning discussions, as well as measures of a successful outcome.
2. Establish expectations of members and Task Force mode of operation (including a communication plan for the University community and consultation schedule with IFO and ASF).
3. Identify critical tasks that must be accomplished and methods for doing so.
4. Identify pros and cons of alternative models of distributing courses, personnel, programs, services, and assignments across the two main campuses (East Metro and West Metro).
5. Identify pros and cons of potential sites presented to the Task Force to guide Metropolitan State University's decision about the future site.

FY 12 (July 1, 2011-June 30, 2012):

1. Recommend distribution of courses, personnel, programs, and services across the two main campuses.
2. Identify scope and capacity needed on the West Metro campus, tasks that functional areas must accomplish (e.g., IT plan for the West Metro, marketing/ publicity plan for the West Metro, facilities design for West Metro), and timelines.
3. The West Metro site needs to be selected, secured, and improvements started during this time frame. Consult as needed regarding these developments.
4. Develop and implement an expanded communication and publicity plan (e.g., for students, public, partners).

FY 13 (July 1, 2012-June 30, 2013):

1. Develop exit strategies for Midway and MEC.
2. Work with the University community to develop integrated plans for publicity, communication with students, coordinated sequence of moves, course scheduling, delivery of services on the West campus.
3. Develop contingency plans in case completion of the facilities or actual moves do not go as planned.
4. Develop further communications plans for the actual transition from current to new locations.