

***Facilities Resource Allocation Workgroup (FRAWG)***  
***Workgroup reporting to Facilities CAP***

**Workgroup Charge:**

The Facilities Resource Allocation Workgroup (FRAWG) is charged to perform initial research and recommendation reports based upon facility requests submitted on college program plans in support of the planning and resource allocation process carried out annually by the Facilities CAP Committee.

**Membership:**

- Faculty/Staff representative from each Student Learning Division
- Administrator representative
- Director of Facilities, Maintenance and Operations
- Designate Administrator and one Faculty representative as co-chairs of workgroup

**Term of Office:**

- Workgroup Committee members serve on a volunteer basis for one academic year

**Responsibilities:**

- Research each request for additional information based upon the prioritization criteria listed below.
- Categorize each facility request based upon the scope of the project.
  - Major Facility requests (higher dollar, longer timeframe)
  - Intermediate Facility requests (medium dollar, medium timeframe)
  - Minor Facility requests (low dollar, short timeframe)
  - Work order request (low dollar, short timeframe for repair/replacement of existing facility)
  - Completed (requests have already been completed at the time of prioritization)
  - In Progress (request are in the process of being completed)
- Pre-rank requests in categories of high, medium, and low based upon prioritization criteria listed below.

**Suggested Criteria for Prioritizing Facilities Resources:**

- Facility request directly impacting safety of students, faculty, staff, and administrators.
- Facility request required by state law or mandate or an accrediting agency to meet accrediting standards.
- Facility request impacting high numbers of students and faculty.
- Facility request where structures are failing or obsolete due to age or amount of use.
- Facility request where programs have documented necessary change in the facility standard that greatly impacts instruction and student learning.
- Facility request where the program will cease to exist or will function poorly if the existing facility is not updated or created.

**Approximate Timeline:**

- October
  - FRAWG Volunteers Selected
  - List generated by Research Analyst to be submitted to FRAWG
- November
  - FRAWG carries out responsibilities of researching, categorizing, and ranking requests
- 2<sup>nd</sup> FCAP meeting in Spring
  - Recommendations submitted by FRAWG to Facilities CAP Committee
  - Prioritization voting of requests completed by Facilities CAP Committee