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**Planning and Resource Council (PaRC)
Draft Minutes of January 16, 2013**

ITEMS	TOPICS	LEADERS	EXPECTED OUTCOME
1	Welcome (and Introductions)	Judy Miner	

ACTION/APPROVAL:

Judy presented for John, as he was unavailable for the meeting.

The current employee in this position has recently submitted their letter of retirement. With the minimum requirement, we must replace this person in Fall 2013. The division has made the request to fill this position. John filled out the paperwork and has submitted it for agenda approval today. The division is looking to PaRC for agreement that this would be out of the normal cycle and to provide this replacement.

Nanette will get all the paperwork to Bernata, and Dolores can help with bringing faculty on board with the committee for hiring a candidate expeditiously.

ACTION: The Emergency FTE Hire was approved by consensus.

ITEM 6: QUESTIONS/CONCERNS/GRAPEVINE/ANNOUNCEMENTS (MINER)

DISCUSSION:

Judy mentioned there were some issues brought to attention in 2012 regar

Elaine mentioned if anyone was interested in seeing the report, it is on the Foothill Research site, Office of Instruction, Completed Research Requests.

Judy thanked Bernie for the PaRC newsletter suggestion. Amy is developing an introductory newsletter and a monthly newsletter. She is hoping to have it distributed end January or beginning February. Readers will be well informed with PaRC's activities. Judy invited everyone to submit material to Amy for inclusion in the newsletter, especially work groups, or special topics or events. We want the newsletter to be a useful medium.