

PRESIDENT'S ADVISORY COUNCIL

17 September 2008

(week 38)

(Confirmed)

Present:

Said Irandoust
Izel Ann Dante
Peter Haddawy
Sudip Rakshit
Jayant Routray
Jonathan Shaw

Secretaries:

Karma Rana
Namita Sravat

Apologies:

Barbara Igel
Sivannapan Kumar
Pakin Santanam
Ram Shrestha
Khin Ni Ni Thein
Vilas Wuwongse
Worsak Kanok-Nukulchai

Invitees:

Nitin Afzulpurkar
Shawn Kelly
Kyoko Kusakabe
Noppadon Rittipongshusit

PAC 08.09.12 Welcome and Apologies

The President welcomed all present to the PAC meeting. The Apologies were received.

PAC 08.09.13 Approval of the 17 September 2008 PAC Agenda and Review of the PAC Meeting Minutes of 3 September 2008

The meeting agenda was approved and the minutes of the 3 September 2008 PAC meeting were **confirmed** with an amendment in the second line of section 08.09.01 to read as follows *"Appreciation and thanks were extended to Mrs. Renedith Calabdon for her supporting function as Secretary to the PAC, especially in terms of the quality and efficiency of her work , since July 2005 till date."*

(Prof. Sivanappan Kumar, who was unable to attend the PAC meeting on 17 September 2008, had later sent correction in second line of third paragraph under point 2] of section PAC 08.09.07, to read as follows: *"It was mentioned that in SERD, a detailed sheet about the candidate under review is circulated to the faculty evaluation panel in School, which is amended if some discrepancy is pointed out by the members, which helps in consistency across the school."*, which has been incorporate in the confirmed minutes).

Follow-up Issues:**1] Update on the AIT Center Vietnam (AITCV) Director Position**

The President informed the meeting that Dr. Amrit Bart, faculty in AARM/SERD is being considered for the AITCV Director Position. He has been requested to prepare a concept paper on how he could assume the directorship role as well as continue being involved in sponsored and contracted research projects.

2] Director Positions (previously proposed as Associate Vice President Positions)

The President informed the meeting that he has appointed Dr. Nitin K Tripathi as the Director for Academic Quality Assurance and Accreditation. The President along with VPAA had a kick-off meeting with the newly appointed Directors, namely, Professor Vilas M Salokhe (Director for Unified Programs), Dr Nitin Afzulpurkar (Director for Undergraduate Programs), Professor Ajit P Annachhatre (Director of the AIT-United Nations Office), and Professor Jayant K Routray (Interim Director of the UN Regional Center of Excellence on MDGs). During the meeting the specific terms of reference for each of the Directors and specific initiatives each of them will be pursuing over the next year was discussed. The President highlighted the importance in them working as part of a team and also closely with the Administration, Schools and AIT Extension. He also showed them the office space that will be provided in the administration

building and discussed the arrangements for the supporting services. The position of Director for Professional Program is still under consideration. The six Directors will be housed in current ITServ office (with separate cubicles) in Administration Building.

3] Progress on the New AIT Charter

The draft of the new AIT Charter was finalized at the fourth and last intergovernmental meeting, which was convened on 11 and 12 September 2008, at the Ministry of Foreign Affairs Thailand (MoFA). The new AIT Charter will be adopted latest by March 2009 and would be open for signatures for another 6 months. In the meantime during this one year period, work would need to be done in the preparation of new bye-laws.

A special brainstorming session of PAC will be held to discuss ways and means through which AIT can capitalize on its international status under the new AIT Charter. Members were requested to do their groundwork.

4] Collaboration with Fairview International School

In following up on this issue, it was clarified that the AIT Community School (AITCS) can and needs to make budget requests based on their strategic needs and requirements for consideration by the administration, and must not allude to budget constraints for rejecting any ideas and improvements suggested by the parents.

5] AIT Strategy 2013

Mr. Shawn Kelly and Dr. Jonathan Shaw are preparing a revised version of the AIT Strategy 2013 document, taking into account the comments and feedback that have been received. It has been agreed to include some of AIT's flagship initiatives with accompanying photographs and captions under the various sections of the document, which would better highlight AIT's capabilities, strengths and uniqueness. It was clarified that some strategies adopted are as a result to address the threats foreseen. The second meeting of the task force will be held on Thursday, 25 September 2008, at which the revised version of the AIT Strategy 2013 document will be further reviewed.

6] Annual Report and New AIT Promotional Video (*Update*)

It was informed that the AIT 2007 Annual Report will be ready by 22 September 2008 for distribution.

Mr. Shawn Kelly was requested to follow up on the preparation of the AIT Promotional Video, in particular the accompanying targeted ones for prospective students, private sectors, other stakeholders etc.

The AIT homepage should have a link to the faculty's recent publications, articles, and reports which is in a searchable form (updated on a weekly basis). It was suggested that instead of the faculty themselves uploading onto this website, an in-charge person should be identified who could upload the submissions (organized school-wise or thematic-wise) by the faculty. The President **approved** the recruitment of two student assistants to work on a searchable form for this weblink. The President reported that the recruitment of a staff for strategic communications under PSSU is also being considered.

7] AIT City Campus

Feedback on specific space requirements from Schools and AIT Extension, and Dean/SOM feedback from EMBA students on various locations' accessibility and

convenience had earlier been requested. Some initial feedback has already been received while others are still being awaited.

Ms. Izel was requested to compile and present a report on this at the next meeting.

8] Strategy for Scholarship and Fellowship Awards (*in follow-up to Discount on Tuition Fees to Children of AIT Employees*)

The PAC reviewed the concept paper on the Strategy for Scholarships and Fellowship Awards submitted by the Head of the External Relations and Communication Officer, Dr. Pritam Shrestha. The objectives of the proposed strategies are to promote gender equality, attract applications from good students, increase number of students from countries less represented, foster fruitful collaboration with partner institutions, and to motivate the members of the AIT Board of Trustees, Alumni, Faculty and Staff to send their children to AIT for higher education etc..

The School Deans were requested to discuss this concept paper further with their respective constituencies. PAC will further deliberate on this concept paper again once the inputs have been received.

9] Outsourcing of Human Resources and Finance Office Functions

Members were informed that a service provider, Black Ink Group (Thailand), Co. Ltd. has been contacted to assist in how to more successfully implement a performance evaluation system; brainstorming with FEP on giving feedback; assist AIT in refining its HR related initiatives of position classification, salary ranges and caps, and incentive schemes; and help analyze HR and Finance staffing requirements and where appropriate implement outsourcing opportunities. The summary of the first meeting along with profile of the executives of this group would be circulated to the PAC members for their information.

The President also reported that a Human Resource Officer has been appointed and will be announced soon.

The VPR, Prof. Rakshit reported that he would be presenting the P&P for Research Faculty at the next Academic Senate meeting. In this regard, Dr. Nitin Afzulpurkar mentioned that he is also preparing guidelines for the Teaching Faculty positions. It was suggested that although they are only teaching faculty, they need to be associated in research projects etc. An example of the Liberal Arts College in London was cited as they also recruit teaching faculty but require a research affiliation.

10] Guidelines on the use of AIT logo

A template for each School, Units and Centers will be prepared by the PSSU, and following review and approval by PAC distributed along with guidelines on the use of AIT logo for strict implementation by December 2008.

ISSUES FROM PRESIDENT

PAC 08.09.14 Cool AIT

It was **agreed** that a "Cool AIT" would be launched in December 2008, to reflect the Institute's efforts towards supporting the global fight against climate change. This is an idea borrowed from "Cool UN". In the meantime, further initiatives and innovative ideas would be explored.

PAC 08.09.15 Institute Forum

Members were requested to send information on important initiatives and activities that they feel are important and wish the President to highlight during the Institute Forum on 9 October 2008.

PAC 08.09.16 AIT Academic Calendar 2009

The PAC **approved** the proposed Academic Calendar 2009, and a suggestion was put forward to print a pocket sized calendar, which will be considered.

ISSUES FOR DISCUSSION**PAC 08.09.17 Finance Issues**

Mr. Noppadon Rittipongshusit, the Interim Head of Finance presented the Reports of Financials results for 7 months (ended July 2008) and 8 months period (ended August 2008). The overview of the 8 months operating results was presented to update PAC members on the tuition and fee outcomes for both semesters.

1] Report on 7 months period ended July 2008

Fund 10: The improvement of Net Surplus by 59 million Baht (MB) (2008 49 MB / 2007 -10.1 MB) was mainly due to an increase of income by 44 MB, decrease of expenditures by 10 MB and increase of non-operating income by 7 MB. Increase of revenue in total of 44 MB was due to a) increase in tuition and fees for the January 2008 semester this year by 34 MB b) increase of overhead received from Project Funds 30 by 7 MB corresponding to an increase in F30 revenue this year and c) contribution from the Government of Philippines of 2.3 MB. The key factors which drove total expenses down this year were more payroll recovery from F30 corresponding to more income / projects, savings in travelling and utilities expenses. It is most encouraging to note that the net surplus for the seven months (49 MB) has in effect already met or achieved 92% of the total 2008 approved surplus budget (53 MB).

Fund 21: The total net surplus increase this year by 0.8 MB (2008 25.1 MB / 2007 24.3 MB) was due to a net result of decrease in net surplus from AIT Thailand operations by 1.7 MB and increase in net surplus from AIT Center in Vietnam (AITCV) by 2.5 MB. The decrease of net surplus for AIT Thailand operations was due to under record of student dormitory income by 2.3 MB which has already been adjusted in August 2008. The net surplus for the seven months (25.1 MB) showed a satisfactory performance of 107% achievement to total 2008 approved surplus budget (23 MB), which comprises AIT Thailand operations of 84% and AITCV of 245% achievement to its 2008 approved surplus budget.

2] Report on 8 months period ended August 2008

Details analysis of 8 months operating results will be presented in the next PAC meeting.

Fund 10: The net surplus increased by 77 MB (2008 274.89 MB / 2007 197.7 MB) due to increase in total revenues of 61 MB, decrease of expenses of 11.2 MB and increase of non-operating income by 5 MB. The increase of total revenues in total of 61 MB was mainly due to increase in net tuition and fees of 50 MB (2008 473.24 MB / 2007 422.83 MB). The School of Engineering and Technology (SET) and the School of Environment, Resources and Development (SERD) showed improvements in net

tuition fees over the last year by 39.67 MB (23%) and 10.88 MB (6%) respectively, whilst the School of Management (SOM) showed a slight decrease in fees by 0.15 MB (0.22%). All schools demonstrated a reduction in the AIT fellowship offerings compared to last year, with a total saving of 19 MB or 25% over last year. However, there may be some additional AIT fellowships that are yet to be recorded. The net tuition fees have exceeded 2008 budget expectations (actual 473.24 MB / budget 447 MB). Total year-to-date revenues have already achieved the budget (actual 509.3 MB / budget 507.6 MB) whilst total year-to-date expenditures was only 56% of budget. There is a strong and positive indication that the net result for year 2008 would be at least not lower than the budgeted figures.

Fund 21: The net surplus increased by 6.8 MB or 18% over the last year (2008 44.53 MB / 2007 37.7 MB). Increase in total revenues of 29.3 MB or 15% resulted from an increase in AIT Thailand operations by 13 MB (8%) and AITCV by 16 MB (40%) over last year. The total expenditures increased by 21.9 MB or 15% resulting from an increase in AIT Thailand operational expenditures by 6.7 MB (6%) and AITCV by 15 MB (40%) over last year. The total 8 months actual revenues have achieved 77% of the total budget while total expenditures are 69% of the total budget.

It was agreed that the PAC meeting on 15 October 2008 will specifically deliberate on issues regarding AITCV financial figures, and procedures for transferring overheads. It was also noted that the AITCV must transfer their due debt of 12 MB to AIT before end of 2008. The suggestion to have two separate line items for F30 Research and F30 Academic Programs was noted. The Finance Office was requested to work with the Student Office in collecting information on debt from T&F; with details on the attempt to collect debt, the trend of the debt and its explanation, etc. which will be reported to the Audit and Executive Committees and the Board. Towards this, a suggestion to put an "incomplete" seal across the transcripts until the students graduate and get a degree was also noted.

3] Budget Review

The President requested that the Schools take the Budget Review exercise with full responsibility and do submissions by deadline specified. If needed, a Finance Office staff could assist the Schools on request. The Schools were reminded that the budget forecasts are different than the approved budgets.

4] Investment Committee *(updates)*

The Investment committee report as of August 2008 was presented and reviewed by the members. The Institute Reserves as of December 2007 is 129.55 MB out of which 35.09 MB in total has been approved for new investments by the investment committee.

PAC 08.09.18 Academic Issues

The President formally approved the following as recommended by the AS: Concept papers on the unified Masters-Doctoral and Bachelors-Masters Program, Professional Programs, and Two-Stage Masters Program along with the amendments proposed by the AS; the Program on Disaster Preparedness, Mitigation and Management; the adjustments to the existing doctoral requirements for DBA; and the Professional Masters Program in Technology Management.

PAC 08.09.19 Update on August 2008 Student Enrolment

The August 2008 student enrollment as of the 38th week is 636. A more detailed analysis of the outcomes on the student enrolment for the August 2008 intake will be presented at the Institute Forum scheduled on 9 October 2008.

VPAA was requested to present the analysis of the outcomes and fields-wise performance of the respective schools.

PAC 08.09.20 Next Meeting

The meeting was adjourned with the rest of the agenda issues deferred for the next PAC meeting on Wednesday, 8 October 2008 in Room 210.