

PRESIDENT'S ADVISORY COUNCIL

10 October 2006
(week 43) confirmed

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| Present: | Said Irandoust (<i>Chair</i>) Khin Ni Ni Thein Worsak Kanok-Nukulchai Sivanappan Kumar Stephen Ogunlana I M Pandey | Sudip K Rakshit Vilas Wuwongse Sanjeev Jayasinghe (<i>AOH Coordinator</i>) <i>Secretaries:</i> Karma Rana Renedith Calabdan |
| Apologies: | Peter Haddawy Dennes T Bergado | Jonathan Shaw Imran Khan |
| Invited: | Ralf Kircher Avinash Patel | Ms. Vanthida Meungkhampeng (<i>on behalf of SU President</i>) |

PAC 06.10.01 Welcome and Apologies

The President welcomed all present, particularly Dr. Khin Ni Ni Thein, Vice President for External Affairs to her first PAC meeting and Ms. Vanthida Meungkhampeng, Secretary General of the Student Union who attended on behalf of SU President. Apologies were received.

PAC 06.10.02 Review of the Minutes of the PAC Meeting of 26 September 2006.

The minutes of the 26 September 2006 PAC meeting were confirmed.

ISSUES FOR DECISION

PAC 06.10.03 Appointment and Renewal/Reappointment Cases

The following cases were endorsed:

1. Professor Noel Crespi, Visiting Professor, 1 year, InterLab, no cost to AIT.
2. Mr. Antoine Morel, Senior Research Associate, 2 years, SERD/EEM, Fund 30. It was clarified by Dean, SERD that this employment is contingent upon the availability of funds provided through the project by a sponsor.

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| <ul style="list-style-type: none">• The President remarked that as a guideline, appointments should first be considered by PAC before the proposed faculty/staff comes to AIT.• It was suggested that offer letters to fund 30 staff should specifically mention the source of funding or the sponsoring agency/institution. |
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PAC 06.10.04 Partnership Agreements

1] Konkuk University, Korea

The umbrella Memorandum of Understanding (MoU) between AIT and Konkuk University, Korea presented by VPER (Prof. Vilas) was endorsed by PAC for signing. It was agreed that since this particular MoU is generic in nature there is no need to seek the counsel of the legal adviser.

It was suggested that the list of specific activities planned in relation to a proposed MoU should be provided as appendix.

2] Agreements on the Establishment of NOKIA Training Center

The meeting was informed that the NOKIA agreements were sent to the legal advisor for his comments.

It was agreed to request the TC Coordinator to prepare a short summary on the background and the benefits to AIT through the proposed collaboration, for discussion at the next PAC. Dean, SET to follow-up.

3] **Shivaji University (Integrated Bachelor and Masters Program)**

The draft MOA with Shivaji University (SU) on the establishment of the International School of Engineering was reviewed by PAC. The President reported that the unified bachelor's-master's degree program with SU has now been formally endorsed by the Shivaji University administration. It was noted that the 6 areas of specialization listed in the MOA were areas specifically requested by SU. Each area will receive 30 students who will enter SU in August 2007.

The initial comments put forward and agreed by PAC were as follows:

- a] The legal adviser will be asked to carefully review the MOA.
- b] Students under the SU MOA will be eligible to apply for fellowship based on merit, once they are here at AIT.
- c] Explicitly indicate in the MOA that living expenses will be covered by students and that AIT will facilitate accommodation arrangements for students.
- d] Fee structure should be indicated clearly to be based on AIT fees and could be adjusted for the next batches.
- e] The term "Unified Bachelors and Masters Degrees Program" and MoA need to be consistently reflected in the document.
- f] It is necessary to have one Task Force for each specialized area proposed which will work closely with SU.
- g] Early preparations should be made particularly for completely new programs to be set up (e.g. Material Science and Technology).
- h] Number of students should be fixed to a minimum of 30 for new programs while others can vary in number.

- The President asked PAC members to send their additional comments to PAC secretariat.
- AIT has to ensure that programs requested by SU are met. Offers of other fields/areas can be explored when the delegation comes to visit AIT by the end of the month.
- Dean, SERD to discuss the MoA with the faculty in the school faculty meeting.
- It was suggested to form a team that will carefully examine the document and to brainstorm on specific action plans, various possibilities and AIT's corresponding contingency plans. VPER and ERCO to work closely.

There has been similar expression of interest and commitment from Singhania University for such a concept covering the northern, north-east and east Indian region which will be carefully considered. Similar partnerships with universities in Thailand are also being considered.

ISSUES FOR DISCUSSION

FINANCE AND AUDIT

PAC 06.10.05 Revised FY 2006 Budget

The latest financial figures as of September 2006 were presented by interim Head-Finance. The budget for the remaining part of 2006 will be discussed by the President with administrative office heads and deans. The President remarked that the next few months are going to be

decisive to the final outcome of the budget and he is encouraging everyone to pay most careful attention to costs and in keeping them down.

PAC 06.10.06 Progress on FY 2007 Budget Preparation

Deans reported updates on the business plans of each school, including the working process used in developing their respective business plans. Deadline for submission of business plans from the schools and administrative offices was extended to 13 October 2006.

It was *resolved* that any planned new initiative requiring major investments (e.g. promotion/marketing plans, new programs, faculty recruitment etc.) should be indicated in the business plan with a clear justification and expected outcomes.

PAC was informed that the RCM task force has agreed on the formula for calculating allocated cost, the detail of which is being worked out by Dean, SOM and the interim Head-Finance Office. Pending the new model of allocated cost FY 2007 budget of the FoS will be reviewed by the Deans prior to submission of the schools' FY 2007 budget to the President. It is hoped that the process of finalizing the new model for allocated cost would be completed soon for implementation starting from 2007. It was suggested that in developing the model, cost drivers will be identified and as much as possible charge costs where they are incurred.

The following were agreed in relation to overhead charge, treatment of residual or deficit etc.:

- Charging of faculty time recovery and transfer to individual PDF on sponsored projects should be the same as overhead recovery and both will be made whenever payment (e.g. installment) is received by AIT.
- Payment of faculty honorarium will be made at the closure of the project.
- 100% of project residuals will go to the school.
- If deficit is incurred at the end of the project this will also be charged to the school.
- Charging of deficit incurred in a particular project will be taken from: 1] residuals of all projects of the concerned faculty; however if it is not sufficient 2] will be charged from the concerned faculty's salary.

ISSUES FROM THE PRESIDENT

PAC 06.10.07 Trip Report (Baku, Azerbaijan)

The President reported on his trip to Baku, Azerbaijan where he participated in BakuTel 2006, the 12th Azerbaijan International Telecommunications and Information Technologies Exhibition and Conference. The main event was the Caspian International Conference on "Special Economic Zones-New Trend of Sustainable Economy of Azerbaijan." Representatives from Italy, U.K., U.S.A., Spain, Russia, Turkey, Sweden and other Central Asian countries also participated. Azerbaijan is trying to establish Regional Innovation Zones to encourage technological innovations, particularly in non-oil based industries. Under this scheme there are various proposals that include the establishment a new international IT university, science park with IT as the main focus area, initiatives to stimulate small and medium enterprises, increased interaction with universities and the private sector and government incentives to invite foreign universities to assist in the country's human resources development and capacity building. The Ministry of ICT will be inviting calls for experts for a number of IT-related and telecommunications-related projects in which AIT has opportunity to partner the government.

Ensuing from the meeting of the President with Minister of ICT of Azerbaijan, the minister emphasized the role of education and higher education and priorities outlined by the government to invest in IT and capacity building at levels of education starting from primary school. This would require training and upgrading of a lot of faculty and staff on which the President was able to discuss the possible role of AIT in this regard. The Ministry of ICT will be creating an educational fund, a part of which the minister is willing to consider using to send master's and

Ph.D. students to AIT. The minister also expressed continuous support for the ADB proposal on capacity building in relation to the establishment of an IT university to include not only Azerbaijan but also other Central Asian countries, in line with advice received from the ADB. A proposal will be developed and presented at the ministerial level meeting of the Central Asian countries on 22 November 2006.

The proposal will be drawn in partnership with ITC, Netherlands (which has strong connections with ADB) and UNEP. Expertise from SET and SERD will be needed as the concept requires application of technologies (TC, ICT) for environmental purposes. The TF will also include members from RS-GIS, IntERLab and AIT Extension. The first draft prepared by ERCO will be handed over to the task force for reference.

The President will set up a task force to be chaired by Dr. Ni Ni Thein, Vice President for Development and Resources to further work on the Central Asia proposal.

- Deans, SET and SERD were requested to appoint faculty members on the abovementioned areas soonest.

PAC 06.10.08 Evaluation of the Leadership and Administration

The schedule of the face-to-face meetings between the President and the administrators' relevant constituencies, was received by PAC members. All meetings will take place in the Milton E. Bender Jr. Auditorium. Since it may not be feasible to invite all the students, student representatives will be invited.

The Student Union was requested to help in identifying student representatives:

- 3 students from each school (1 student from the junior batch of master students, 1 student from the senior batch of master students and 1 doctoral student representative).

13 October 2006 is the set deadline for submission of a minimum one-page self assessment report highlighting accomplishments and outline of goals, indicators & objectives for the following year, to be submitted to the President by the VPs, Deans, AIT Extension Director, AOHs. These documents will be made available to the community through the intraweb.

PAC 06.10.09 Thematic Areas in the Strategic Development Plan (SDP)

- The President will meet with the faculty members of SET this week (week 41) to clarify issues and process done regarding the five thematic knowledge areas discussed in the strategic development plan.
- Deans to submit three (3) names from their respective schools for each thematic groups.

The issue of broad thematic areas to be included in the SDP was discussed extensively by PAC following the sentiments conveyed by Dean, SET from the members of the civil and engineering fields as they felt that their areas were seemingly left out in the determining the 5 thematic areas in the SDP. The President values inputs from the faculty since it is aimed that the research content will be developed through contributions and involvement of faculty and staff from all schools. The President remarked that the desired end result is a short list of research platforms – each with a critical mass of faculty and staff – on which AIT could truly excel.

PAC 06.10.10 Head of External Relations and Communications Office

The President updated PAC on the number of applications and nominations received for the position of Head, ERCO. PAC will be informed of the candidates' details at the next PAC meeting.

PAC 06.10.11 Faculty Presence on Campus

The reports received concerning the problem on the attendance of some faculty during official working hours was deliberated at length by PAC. The school deans confirmed that the complaint may be true to a minority but not as a general problematic condition of faculty members in schools.

The President asked the Deans to observe closely the situation in school for the next months. It was agreed that in order to better address the issue, specific cases should be identified by the respective deans and discussed directly with concerned faculty.

Ways of getting the feedback on this issue from students will also be discussed with the student union.

PAC 06.10.12 Representation of faculty in School Boards

PAC agreed that external members who are top executive themselves should form the majority of the school boards. It was felt that too many internal members may discourage external members to serve in the Boards.

It was resolved that a maximum of two (2) selected or appointed faculty members, may sit as members of the school board. A selected number of faculty, depending on topics or issues concerning them, may be invited to attend the meeting as observers.

The deans will make available the agenda and minutes of all school board meetings to the faculty and staff of the schools.

PAC 06.10.13 Feedback on Deans

The President informed the Deans of feedback provided by some members of faculty on issues pertaining to support provided to FoS. The President encouraged the faculty members who may have such concerns to directly and openly discuss difference of perspective with the deans.

ACADEMIC ISSUES**PAC 06.10.14 Student Load and Inter-semester Classes**

The suggestion of Dean, SERD, through his email to VPAA to look into the possibility of having a common policy encouraging the use of inter-semester break for regular classes, with each school devising their own suitable format, was noted.

Dean, SOM informed the meeting that inter-semester breaks are utilized for internship of SOM students.

A concept put forward pertaining to setting up of a new program involving students from Europe (e.g. post bachelor degree on disaster management etc.) providing them with the Asian experience, was noted and will be further deliberated.

STRATEGY ISSUES**PAC 06.10.15 Update on AIT Ownership & Governance Model**

The Vice President for External Relations, Professor Vilas Wuwongse has been working closely with the Ministry of Foreign Affairs (MOFA), Thailand on issues the issues of Institute's ownership and international status. To date, input from MOFA on the draft charter is expected to be received by this week (week 41).

ISSUES FROM AOH COORDINATOR**PAC 06.10.16 Monthly Financial Report**

The Interim Head-Finance Office informed the meeting that he had requested Dr. Harianto, Coordinator of ITServ, to see the possibility of providing a paper-based up-to-date monthly financial report for each unit so that the actual financial status of a particular unit in a given month is clearly determined. PAC *resolved* that a monthly report be made in view of the current financial situation which can be later tapered off to quarterly financial reporting as the situation improves. Means of accessing/viewing by the Principal Investigator of the net amount available for a particular project through the ERP is also being explored by Dr. Harianto.

The President requested the Interim Head-Finance to follow-up and keep the PAC informed of the progress of the task requested.

PAC 06.10.17 Internal Charges

In line with the decision made by the Audit Committee regarding recording of revenue from internal charges, it was resolved that the policy be enforced accordingly, i.e., appropriate account number to be charged must be provided by the concerned school/offices upon submission of request for the use of AITCC services and facilities. In cases where there are no account numbers provided upon request of services related particularly to AITCC dining room, it should be considered that payment towards the reservation will be on a cash basis.

On a related matter PAC commented that the policy of requiring a deposit upon request for hotel room reservation/booking should be looked into. Clarification may be requested from Head-Infrastructure at the next PAC meeting.

PAC 06.10.18 Closure of Physical Plant Workshop Section

In principle the PAC endorsed the proposal from the Infrastructure Office to close down the workshop section in physical plant.

However, to ensure that the schools (SET and SERD) which are the main users, would not be adversely affected by this measure, the President requested Dean, SERD to discuss with Head-Infrastructure any concern.

ISSUES FOR DECISION MEETING

PAC 06.10.19 The President reminded the PAC members on the issues previously identified to be taken up in the next decision meeting as follows: 1] P&P on faculty and Staff Official Travel and 2] Guidelines on Honoraria for Faculty/Staff.

OTHER MATTERS**PAC 06.10.20 Next Meeting**

The next PAC meeting is scheduled for Tuesday, 24 October 2006, at 1:30 hours, in the Room 210, Administration Building.