

## PRESIDENT'S ADVISORY COUNCIL

22 August 2006  
(week 34) confirmed

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**Present:** Said Irandoust (*Chair*)  
Peter Haddawy  
Worsak Kanok-Nukulchai  
Sivanappan Kumar  
Stephen Ogunlana  
I M Pandey

Sudip K Rakshit  
Vilas Wuwongse  
Sanjeev Jayasinghe (*AOH Coordinator*)

*Secretaries:* Karma Rana  
Renedith Calabdan

**Apology:** Dennes T Bergado  
Jonathan Shaw

**Invited:** Ralf Kircher  
Satya S. Nanda  
(*representing SU President*)

### PAC 06.08.20 Welcome and Apologies

The President welcomed all present to the PAC meeting and apologies were received. Mr. Satya Nanda, who attended on behalf of the Student Union President was also welcomed.

### PAC 06.08.21 Review of the Minutes of the PAC Meeting of 01 August 2006.

The minutes of the 01 August 2006 PAC meeting were *confirmed*.

A new agenda format was agreed and adopted based on suggestions put forward by Dean, SERD. In order to prioritize items for consideration of PAC issues agenda items are categorized as issues for: 1] Decision, 2] Discussion and 3] Information.

## FINANCE AND AUDIT

### PAC 06.08.22 Fund 21 Projects in Deficit

The Acting Head of Finance Office provided the initial data on financial performance of fund 21 projects in deficit which covers the period from January to 30 June 2006. The numbers will be further verified. While relevant issues in the past will be taken into account, the President emphasized the importance of looking into the viability of centers under the current context. The goal of the exercise is to serve as a starting point in identifying reasons for deficit and take actions.

Acting Head, Finance Office opined that there should be a basis for any change in policy which should be submitted to the Audit Committee. Use of reserve should also be approved by the audit committee.

- School Deans to identify units/centers in deficit which are under their school's responsibility and conduct the initial verification of figures. Data on breakdown of the deficit per project may be available through ERP and can be accessed by authorized persons in the schools.
- Mr. Patel to 1] provide the deans with detailed breakdown of the deficit per unit, if the information is not available through ERP; 2] Prepare the background information on the general guidelines or relevant policies issued/applied on the financial operation of projects.
- UNEP figures will also be looked into.

- Schedule meetings with schools on budget revision for the remaining period of 2006, and in conjunction with the discussion of fund 21 projects in deficit. Participants in the meetings will be: 1] President; 2] VPs; 3] respective deans; 4] Head, Finance Office; 5] concerned heads of units or centers under fund 21 which are in deficit. Finance Office to coordinate with the Office of the President on determining the schedules.
- Meeting with the AITCV Director within next week should be arranged to discuss financial performance of AITCV together with the Acting Head/FO.
- Finance Office to send relevant documents to AITCV Director before the meeting.

**PAC 06.08.23 Closing of Fund 30 Accounts**

- In view of the cleaning up operation of all accounts the Acting Head, Finance Office will send list of accounts in fund 30 to be closed, to the school deans and unit heads for review.
- Maintaining accounts in their appropriate funds was discussed and the President suggested that an accounting procedure should be in place that enables the Schools to carry forward their net surpluses for their future use.

**PAC 06.08.24 Task Force on RCM**

The Task Force chaired by VPAA will soon convene a meeting to develop a framework to operationalize the principles of RCM concept. Details of administrative and financial functions of schools, and accounting policies under RCM will also be developed. Units in schools will be identified which one can be responsibility center or service center.

**PAC 06.08.25 2007 Budget Process**

Head/FO was requested to set up the budget committee and prepare the format for the 2007 budget process using the inputs from 2006 budget process guidelines. Agreed plan of action are as follows: *(note: already communicated)*

	ACTIONS TO BE TAKEN	
28 Aug. – 01 Sept. <i>(week 35)</i>	<ul style="list-style-type: none"> <li>• H/Finance to send memo on budget directives for 2007.</li> <li>H/Finance to send memo on budget review committee. PAC members to provide additional comments if any.</li> </ul>	
2 - 8 September <i>(week 36)</i>	<ul style="list-style-type: none"> <li>• <b>Budget Revision for the Remaining Period of 2006.</b> Schedule meetings with schools on budget revision for the remaining period of 2006 and in conjunction with the issue on fund 21 centers in deficit.</li> </ul>	Persons to participate: 1] President 2] VPs 3] respective deans 4] Head, Finance Office 5] concerned heads of units or centers under fund 21 which are in deficit

**PAC 06.08.26 Institute-wide Courses**

Schools Deans were requested to arrange for at least one faculty per school to offer IWC for the current semester.

This is necessary to accommodate the 147 students, some of those are graduating in December 2006, who still need to fulfill the IWC requirement. VPAA will provide more information on the number of students from each school who need to take IWC this semester.

**PAC 06.08.27 Faculty Performance-Based Compensation**

The document from VPAA was earlier circulated to PAC members.

The President requested PAC members to provide their comments / inputs to VPAA before the document is submitted to the Academic Senate. To be discussed at the next PAC meeting.

**PAC 06.08.28 Search for AITCV Director**

Detailed information about candidates (profiles and CVs) for AITCV Director position was provided to PAC members to review. There are 4 applications and 3 nominations. The President took note of the inputs put forward by PAC members on the candidates.

**PAC 06.08.29 Internet Education and Research Laboratory (InERLab)**

Towards facilitating the external review of InterERLab's operation, the Institute Secretary was requested to provide to VPR documentations concerning the establishment of the center (objectives and procedures/processes).

**PAC 06.08.30 Student Union Welcome Dinner**

It was agreed that the remaining cost for SU dinner for 2006 August semester in the amount of 60,000 baht (from the total baht 90,000 with baht 30,000 shouldered by SU) be divided to the schools and the President's Office (i.e. Baht 15,000/share).

**PAC 06.08.31 Partnership Agreements**

Processing of proposed MoUs. As a policy only MoUs reviewed by the respective schools and officially endorsed by the Dean will be submitted to PAC for approval. It was agreed that the following salient points be taken into account when developing the MoU:

- 1] A brief background or rationale should be provided by the proponent.
- 2] The name of the liaison officer should be included in the MoU for reference. A liaison officer from the ERCO should be the focal point of coordination in cases of umbrella MoUs. For memorandum of agreements (MOA), the implementing school should be indicated specifically.
- 3] There should be a regular announcement to the community on the recently signed MoUs.
- 4] As a standard guideline, concrete activities should be indicated in the MoU.

The President requested Mr. Kircher's assistance to keep track of MoUs being signed and identifying those that merit publicity or press release.

**PAC 06.08.32 Next Meeting**

The next PAC meeting is scheduled for Tuesday, *12 September 2006*, at 1:30 hours, in the Room 210, Administration Building.

Partner Institution	Resolution	Comments and Clarifications
1] Keio University	Endorsed.	There should be an item in the MoU specifying the liaison officer as a contact point (with all the necessary contact details.) It was suggested that for this case, since this is an umbrella MoU with one of the universities in Japan, it was suggested that Khun Kanya (in charge of AIT cooperations with Japan) would be the contact point.
2] Western Digital	PAC supported in principle, but should be further discussed in school.	Indicate the distinction of the executive masters program from the regular program in the MoU.
3] Shlumberger (SIS)	Endorsed in principle; to revise taking into account comment by PAC.	Further elaborate article 4. Clarify terms of review of technical papers as stated in the proposed MoU. Specify the effective duration of the MoU.
4] Global Desktop (UNU)	Endorsed.	Space will be provided in CSIM building. Create MoA for this project if there is an existing umbrella MoU. UNU will provide the funds and staff. It was clarified that the company will not conduct training for non-AIT individuals. It is not established to generate revenue rather to provide support and train students.
5] Robert Morris University	Endorsed.	The concrete activity for this MoU is the hosting of AIT faculty who may want to do their sabbatical leave in RMU. Funding will be provided by RMU for such purpose. So far two faculty members indicated interest in the offer.
6] VTU	Endorsed.	Item #5 – subject for further discussion and negotiation; consider possibility of developing the same concept of exclusivity worked out with Shivaji University. Item #4 – subject for negoatiation. The President requested to as much as possible have the same rate of tuition and fees in both stages of this 2-stage masters program.
7] AMITY	Endorsement held until record is cleared. For now, explore partnership through informal concepts.	The background and record of AMITY was deliberated at length. The pros and cons were considered carefully. Taking risk can be possibly considered as long as there is evident potential for AIT revenue.
8] Shivaji Univesity (SU)	Endorsed.	SU Rector visited AIT on two occasions and has agreed in principle on the terms of agreement. Basic elements: <ul style="list-style-type: none"> <li>• The 4-year bachelor degree will not be compromised.</li> <li>• The concept make it necessary for faculty to teach in the semester break.</li> </ul> FOLLOW- UP ACTIONS: <ul style="list-style-type: none"> <li>• Form a task force per program to carefully formulate the MoU, make necessary financial calculation. The Mou should be further developed.</li> <li>• Presentation of Prof. Salokhe on SU-AIT collaboration on unified master’s program will be made</li> </ul>

8] Shivaji Univesity (SU)		<p>available to the community through a link on AIT Webpage.</p> <ul style="list-style-type: none"> <li>• Make sure that the contract is a business contract. Follow-up meetings with the Rector will be scheduled to further discuss fees.</li> <li>• A clause to accommodate increase in tuition fees should be included in the contract considering the proposed duration of 10 years.</li> </ul>
9] Utsonomiya University	Endorsed in principle; to revise according to PAC comments.	The aim is to promote interaction between institutions and strengthen internationality. It was suggested to revise item 4, which as a general guideline should consider tuition fee payment of the host institution.
10] ITC	Endorsed in principle but the details will be renegotiated.	<ul style="list-style-type: none"> <li>• Renegotiate to possibly exclude \$1500 charge for site visits. Calculation should be based on the number of credit they should meet. Clarify the basis of the estimation of 9,000.</li> <li>• The MoU provides the platform to collaborate with ITC on the geological aspect of OTM (Offshore Technology Management). Most of the cost has been embedded into the professional masters program.</li> <li>• D/SET reported that Appendix 2 will still be further discussed</li> </ul>
11] Shomal University	Endorsed.	<p>FOLLOW-UP ACTIONS:</p> <ul style="list-style-type: none"> <li>• Article 1 on objectives: determine whether it should be a MoU or MoA.</li> <li>• Article 4: change “providing” to “arranging” without specifying campus facilities.</li> <li>• Explicitly mention in the MoU that 2 candidates will study in AIT per year.</li> <li>• Limit collaboration to capacity development (content only). Based on the result of collaboration, the MoU will be reviewed and revised accordingly; possibility of entering into new areas of collaboration will be explored.</li> <li>• Article 7 applies to students entering within the 3 years of agreement.</li> <li>• Article 5: change phrase to - “candidates should meet AIT criteria”</li> </ul> <p>NOTES:</p> <ul style="list-style-type: none"> <li>• President of Shomal University will be visiting AIT during the last week of August</li> </ul>
12] Oregon State University (OSU)	Endorsed.	<ul style="list-style-type: none"> <li>• A delegation to be led by the OSU President will visit AIT soon. A more substantive MoU with concrete proposals will be discussed.</li> <li>• Possibility to send two faculty from AIT to OSU. OSU offered to fund such activity.</li> </ul>