

PRESIDENT'S ADVISORY COUNCIL

24 October 2006
(week 43) unconfirmed

Present:	Said Irandoust (<i>Chair</i>) Peter Haddawy Khin Ni Ni Thein Worsak Kanok-Nukulchai Sivanappan Kumar Stephen Ogunlana	Sudip K Rakshit Jonathan Shaw Hoang Le Tien (<i>AOH Coordinator</i>) <i>Secretaries:</i> Karma Rana Renedith Calabdan
Apologies:	I M Pandey Vilas Wuwongse	Dennes T Bergado Imran Khan
Invited:	Avinash Patel	Udaya Rathnayaka (<i>on behalf of SU President</i>)

PAC 06.10.21 Welcome and Apologies

The President welcomed all present to the PAC meeting, particularly Mr. Udaya Rathnayaka, Vice President of the Student who attended on behalf of SU President to his first PAC meeting. Mr. Rathnayaka is taking office as the Student Union President in January 2007.

Apologies were received.

PAC 06.10.22 Review of the Minutes of the PAC Meeting of 26 September 2006.

The minutes of the 10 October 2006 PAC meeting were confirmed.

It was agreed that unconfirmed minutes of PAC meetings will be sent to members two days after the meeting. PAC members should confirm or send in comments via email latest by the following Monday from the meeting day, after which confirmed minutes will be circulated to the community. In case of serious debates, circulation of the minutes will wait until these are confirmed in the subsequent meeting. In order to provide the community the right picture on issues discussed, it was also agreed that PAC discussions should not be made public until the confirmation of the minutes. The President also made a clarification in that PAC serves as an advisory body to the President and views expressed by members during discussions are advisory in nature.

ISSUES FOR DECISION

PAC 06.10.23 Partnership Agreements

NOKIA Training Center Agreement

A brief background on NOKIA Training Center Agreements was presented by Dean, SET. Dean, SET agreed to discuss with the TC Coordinator the following adjustments proposed by PAC:

- The 20% (of the income) compulsory overhead, which goes to the concerned FoS account should be incorporated in the agreement. It should be explicit that travel cost of resource persons will not be covered by AIT.

- Since TC will provide the administrative support in running the trainings, recovery of management/administrative costs should also be reflected as expense, which will indicate to the partner that AIT does not have monetary profit from the activity.
- It was suggested that a separate Fund 30 account be opened for every training conducted in order to keep track of the financial status of each activity.
- Negotiate the possibility of participation of AIT faculty/staff/students in the NOKIA Center trainings for free.

Subject to the proposed modifications, PAC approved the NOKIA training center agreements. The effort of re-establishing links with industry was commended.

ISSUES FOR DISCUSSION

FINANCE AND AUDIT

PAC 06.10.24 Progress on FY 2007 Budget Preparation

The President reported slow progress in the submission of budgets for 2007 from some schools, offices and units. Interim Head-Finance has sent a follow-up email to expedite submission. As previously reported a new model for calculating allocated cost is being worked out by RCM task force.

The President requested that concerned deans and office heads, who have not yet submitted their 2007 budget to kindly do so as soon as possible. Dr. Tien, AOH coordinator will follow-up with the office heads.

PAC 06.10.25 FY 2006 Nine Months Results and Forecast for the Remaining Year

The report on financial results of the last 9 months of 2006 to be presented in the 30 October Board of Trustees meeting was circulated to PAC members. Verification of the figures was requested on the total revenue generated from sponsored projects reflected to be 53% (based on the total project budget) in the report. The income received from sponsored projects comes from overhead and the buy back time or the faculty time recovery.

VPR will provide the overall picture of fund 30 for 2006, at the next PAC meeting. Detailed information on sponsored projects for 2006, including the total revenue, overhead and buy back time/faculty time recovered will be presented to PAC.

President reiterated his call for full cooperation of the deans and office heads in delaying or avoiding expense, particularly those charged against fund 10, for the last two months of 2006. Extreme and urgent needs that could not be delayed (classrooms' basic facilities) will be examined and considered by the President.

PAC 06.10.26 Search for Head, Finance Office

The President informed the meeting that two strong candidates for the position were identified following the recently conducted interviews. Additional reference check on candidates is currently done and a new person will be appointed soon. The President also reported that the interim-head of finance Mr. Avinash Patel will be requested to continue assisting AIT towards ensuring a smooth transition.

ISSUES FROM THE PRESIDENT

PAC 06.10.27 Update on Evaluation of the Leadership and Administration

Meetings with the Schools, AIT Extension, Administrative Offices and group meetings with the Deans and Director AIT Extension were concluded and the summary report on the outcome of the meetings with the constituents was received by PAC members. The President reported receiving positive feedback via emails on the process conducted. Group meetings with the Vice Presidents and Administrative Office Heads will take place on Wednesday, 25 October following which individual reflective face-to-face meetings with the President will be held to discuss specific issues.

PAC 06.10.28 Board of Trustees Meeting – 30 October 2006

A link to the proposed agenda and meeting papers will be provided to the community. The President will meet the Chairman of the Board on 26 October in preparation for the meeting.

PAC 06.10.29 Conferment of the Honorary Doctorate Degree

The President reported that he has proposed for consideration by the Academic Senate the nomination of H.E. Mr. Anand Panyarachun for the conferment of the AIT Honorary Doctorate Degree.

PAC 06.10.30 Brief on the Nominating Committee

A brief on the 12 October Nominating Committee Meeting was provided by the President. Final endorsements by the committee on the new trustees will be submitted for approval by the Board at its 30 October meeting.

PAC 06.10.31 Resignation of the News & Media Specialist

The President reported that Mr. Ralf Kircher has resigned from the Institute effective 20 October 2006. However, Mr. Kircher will still be assisting AIT until December 2006 and a transition plan has been developed for this purpose.

PAC 06.10.32 Opportunities for Collaborations

- 1] The President has had informal discussions with a close colleague in Volvo regarding the possibility of AIT providing a platform wherein renowned philanthropists spiritual/religious leaders could deliberate on long-term solutions for environmental issues. It is a concept similar to the G-7 where leaders have joint commitment to create long-term impact to society. Emphasis on sustainable development can be pursued.

The President will meet Dr. Ni Ni to discuss her experience with UNESCO in organizing an international conference of similar nature. Possible funding of this project by Volvo will be explored.

- 2] Initial reactions from University College of Borås (UCB) and the Swedish police authority were positive on the proposed collaboration with AIT which will give an international dimension to police education in Sweden. The Vice-Rector of UCB is visiting AIT during the first week of November to discuss this concept and the possible partnership on unified bachelor-masters program, integrated with two-staged masters program.

Director, AIT Extension agreed to prepare a one-page concept paper. VPR to provide the details of the proposed concept.

PAC 06.10.33 No Year-end Break by FY 2007

The President reported that the change of policy on year-end break was discussed at length in the Academic Senate meeting. This change is necessary as explained on several occasions by the President due to several factors such as increased competition and practice in other comparable institutions with the main intention not to give a negative signal that AIT enjoys special privileges despite the current financial situation. Operation and activity level is expected to be lower during the end of the year and concerns pertaining to this issue will be looked into.

The President will set up a task force that will analyze the separate issue on whether faculty and staff in AIT have enough break/holidays and leave entitlements.

ACADEMIC ISSUES

PAC 06.10.34 English Services for AIT Students

Upon request of the President, the Language Center has prepared a projection of the cost of providing mandatory writing courses in addition to writing consultations for master's and doctoral candidates (see Annex 1) in relation to FY 2007 budget. Of main concern raised was that out of the 492 students tested, 384 did not pass the English Placement Test and should be attending courses, however one-fourth of these students (some from August 2005 and January 2006 intake) are not addressing their lack of proficiency by not attending English classes. It was noted that schedule conflicts with some of their regular classes prevent some students from attending enough hours on English classes.

PAC has resolved to implement the following measures:

- 1] All hindrances for students to attend English classes should be eliminated. This can be done by centralizing the time table for all classes and by first fixing a suitable schedule for English classes so that the faculty members will not schedule regular (technical) classes on those time slots.
- 2] AIT English Placement Test should be taken by all incoming students with no exemptions.
- 3] Adopt and enforce a minimal entry score for applicants of IELTS 5.0 (520 TOEFL).
- 4] English proficiency score for graduation of IELTS 6.0 (550 TOEFL) will be maintained.
- 5] Establish a two-month intensive English program which will be conducted during semester breaks. Students who could not reach the exit requirement will have to attend 95% of the classes, after which the language specialist makes a professional judgment whether a student passes or fails, or if necessary be assigned extra work in order to pass. English writing courses will be accredited on a pass/fail basis (non-GPA).
- 6] Schools will be charged for the services provided to their students per credit hour.

It was agreed that this issue be forwarded to the Academic Senate for deliberation and recommendation.

PAC 06.10.35 Implementation of the New Tuition Rate

It was reported that there had been a confusion on the implementation of the new tuition rate which applies only to the August 2006 intakes and not to continuing students who should be paying according to the old rate and arrangement.

The President requested VPAA to look into this issue and apprise PAC at the next meeting.

STRATEGY ISSUES

PAC 06.10.36 Update on AIT Ownership & International Status (Draft Charter)

External and internal comments received following the announcement to the community on the draft AIT charter were discussed by the President with VPER and the Senior Adviser to the President, Ambassador Yoon. This will be further discussed with the Ministry of Foreign Affairs

(Thailand). At table showing all inputs received, feedback from MOFA and the recommendation of the administration will be presented to the Board in its 30 October meeting. The required minimum number of founding member countries is 5, achieving which will resolve the aim of obtaining intergovernmental status as a first step. Initial comments on the charter from PAC members were noted.

ISSUES FROM AOH COORDINATOR

PAC 06.10.37 AIT Conference Center (Room Reservation and Services)

PAC has resolved that issues pertaining to room reservation and other services provided by AITCC be forwarded to the Campus Planning and Environment Committee (CPEC) for deliberation and recommendation.

- Deposit requirement upon reservation of rooms.
- Increased rate / charges on AITCC facilities and services.
- Actual average income .
- generated from running the dining room - as a basis of charging special functions.

PAC 06.10.38 Payback Period for Residential Buildings on Campus

As earlier raised, PAC requested the Interim Head-Finance Office to provide the information on whether the investment (including depreciation) originally spent for building accommodation units on campus have been fully paid back.

PAC 06.10.39 P&P on Faculty/Staff Official Travel

The AOH Coordinator was requested to follow-up with Interim Head-Finance the country-based per diem rates to be incorporated in the P&P on official travel.

ISSUES FOR DECISION MEETING (Issues earlier identified to be brought to the Decision Meeting)

PAC 06.10.40 P&P on faculty and Staff Official Travel

Discussed in item **PAC 06.10.39**.

PAC 06.10.41 Guidelines on Honoraria for Faculty/Staff.

The main discussion points arising from the documents prepared by VPR on “providing incentive to AIT faculty/staff by removing the 1/3 ceiling” were as follows:

- Need to define the minimum requirement or expectation from faculty members before a faculty is eligible to claim for honorarium.
- The faculty must ensure sustainability of the field of study.
- Financial productivity will be highlighted and verified whenever there is a claim for honoraria. Provided that the minimum requirements (teaching, research publication, faculty buy back time) are met, there should be no limit to the honoraria a faculty could earn as an incentive (which go to his/her PDF).
- A system that focuses on honorarium alone is not encouraged, but should be in line with the policy on renewal and promotion.
- Implementation of projects will be allowed only upon receipt of 30% of the project budget by AIT.
- Institutional services rendered by the faculty such as contributions on institute committees, coordinator positions, quality aspects are credited towards renewal and promotion but not in terms of financial/cost recovery.

- The President requested VPR to finalize the draft for comments of the PAC members following which will be circulated to the faculty at large.
- VPR requested the PAC secretariat to resend to the Deans the document he has presented in the previous PAC meeting – 1] “providing incentive to AIT faculty/staff by removing the 1/3 ceiling” and 2] initial guidelines pertaining to staff participation in sponsored projects, consultancies etc.

PAC 06.10.40 Degree-giving Programs

It was agreed that any degree-giving program should be accounted for in Fund 10. However, it was accepted that the program could be initially treated as a project (fund 30).

The details of this concept (time frame etc.) will be finalized in the next PAC meeting.

ISSUES FOR INFORMATION

PAC 06.10.42 AIT’s Possible Role in Carbon Market, Climate Change and Renewable Energy and CDM

Dr. Ni Ni reported on her visit to Netherlands. The concept paper on White Certificate was received by PAC members and a brief explanation was provided. Dr. Ni Ni proposed the idea of AIT taking the role of a quality controller – moral authority and unbiased standard setter on the above-referenced areas. Initial ideas presented were:

- AIT’s role as matchmaker for demand and supply of green credits in relation to Kyoto protocol of reducing green house emissions.
- In combination with the proposed “S-7 model”, AIT as an authority in issuing white certificates.

These concepts will be further discussed in the next meetings. It was also suggested that issues be discussed with faculty members in the schools.

Dr. Ni Ni also provided a brief update on the staffing in the fund raising unit which she will be heading.

OTHER MATTERS

PAC 06.10.43 Next Meeting

The next PAC meeting is scheduled for Tuesday, 21 November 2006, at 1:30 hours, in the Room 210, Administration Building.