PRESIDENT'S ADVISORY COUNCIL

MINUTES
3 February 2010
(week 05)

Present:	*Secretariat:*	**Apologies:**
Said Irandoust	Karma Rana	Peter Haddawy
Nitin Afzulpurkar	Namita Sravat	Weerakorn Ongsakul
Izel Ann Dante		Sudip Rakshit
Mokbul M Ahmad		Jayant Routray
Barbara Igel		
Jonathan Shaw		
Worsak Kanok-Nukulchai		
Risdinyono (Student Union)		

PAC 10.02.01   Welcome and Apologies

The President welcomed all present to the PAC meeting, and the apologies were noted.

PAC 10.02.02   Approval and Review of the Minutes of the PAC – 27 November 2009

The minutes of the PAC meeting held on 27 November 2009 were **approved.**

Follow-up Issues:

1] **Lower Tuition and Charges due to MoUs:** The Dean/SET Dr. Afzulpurkar informed that the system is in place now for correctly invoicing and recording of tuition and registration fees that are less than AIT standard rates based on MoUs and 2-stage PhD students, as well as for special students. Also a new category has been added in the SIS to indicate which students are paying or non-paying.

2] **AGSM Proposal for AIT:** The Dean/SOM Dr. Barbara Igel would in the next PAC meeting present the updates on the status of the proposal for SOM/AIT to offer its DBA/PhD degrees in partnership with the Atlantic Graduate School of Management (AGSM), Accra Ghana. The initial study to find details regarding the institute's Board members, its fee structure, their students' selection criteria, etc. was unavailable as nobody seems to know or have any information about this institute. She further suggested that Prof. Kwaku, the Director of AGSM be scheduled to be invited to one of the PAC meetings.

3] **Scheduling for the Director's presentation.** The President mentioned that he would soon request all Directors of the major centers at AIT to come up with their work plan including KPIs for their centers, which would then be presented by them in the forthcoming PAC meetings.

PAC 10.02.03   Issues from the President

1] **AIT Alumni Survey:** The President requested members to give their feedback/inputs on the questionnaire that will be sent out to the AIT alumni, which was prepared by the external consultants engaged in the conceptual study of AIT. As per the suggestions made during the meeting, the questionnaire was revised. It was agreed to circulate the revised version of the

questionnaire to the AITAA Mother Chapter for their inputs which will be passed to the external consultants for finalizing and conducting the survey. *(Note: The finalized Questionnaire will be tabled for the next PAC meeting).*

2] **Review of AIT Degree Certificate template:** The School Deans were requested to survey preferences of their students and alumni and make their recommendations on the possible inclusion of Area of Specialization in the AIT Degree Certificate. It was also pointed out during the meeting that there is no indication of AIT location in the AIT degree certificate. To address this, the Student Office was requested to design/develop a supplementary page to AIT degree certificate to include a general (timeless) description and relevant information about AIT. The Registry should also review certificate supplements used by other universities. The recommendations on this will then be discussed in a future PAC meeting.

3] **Review of the policy on repetition of course:** The President suggested that the policy on repetition of course with regards to their grade recording in the final transcript needs to be reviewed.

4] **Finalization/approval of RCM guidelines and cost drivers:** It was agreed that the Task Force on Responsibility Center Management (RCM) be revived to study the implications on cost drivers for outsources services. In this respect, the President informed that the external consultant conducting the study on exploring the financial/funding model for AIT, will also be conducting a study on Management and Administration Development, and any changes in the current structure based on its recommendations will have impact on the cost drivers. These exercises need to be finished during this year, so that the RCM could be fully implemented from year 2021.

There were suggestions to change the cost driver for the President's Office to Payroll (50%) and Total Revenue from Fund 10 (50%) ; for External Relations Promotions to Payroll (50%) and Net Tuition Revenue (50%); and for SCPU to Number of Projects. These suggestions will be considered by the task force during their study on the implications on cost drivers for outsourced services. Sodexho shall be requested to extract the management fees into services.

5] **AIT International School (AITIS) under the RCM:** Currently the AITIS does not receive the actual tuition fees but the discounted fees, which is 75% discount for children of AIT employees, and 85% discount for children of AIT students. In order to budget for the School's development plans and expenditures the concerned units of the employees and the students should compensate the AITIS for the discounts given. The School Deans noted that it would be difficult for them to bear the discounts given to the students' children. It was suggested to set up a system with categorized fees structure (market rates for external children, internal fees for employees and students' children).

6] **Evaluation of Central Administration/Administrators:** The President informed that with the previous years' experience, he is planning to have the Evaluation of Administration for this year under a different format. Various suggestions put forward were as given below, and it was agreed to finalize the format at the next PAC meeting.
- President could attend the school faculty meetings from time-to-time to get feedback on a continuous basis.
- The exercise is very useful, but it could be conducted in a more informal way.
- There was difference of opinion with regards to suggestion put forward to conduct survey through different sets of questionnaire. Some felt that the summary analyses of the survey could be discussed in a meeting, but others felt that conducting surveys for such exercise could be subjective.

- The unit heads to give presentations in a face-to-face meeting, followed by question-answer session and receiving feedback.

It was agreed that during the next PAC meeting the new format for conducting this exercise would be finalized. Also the exercise could be re-titled as the "Feedback on Performance of Administration".

7] **AIT City Campus:** The Sathorn Tower was finalized as the AIT City Campus location which can accommodate 4 classrooms, 1 seminar/meeting room, 3-4 offices, and a small pantry. SET, SOM, AIT Extension, and some of the recently established centers confirmed their space requirements for the city campus. The President informed that ADPC, housed in SM Tower, offered AIT the use of a small office and a meeting room (on time sharing) free of charge. Dr. Igel requested to check the availability of this room for their EMBA classes which are held in the evening from 6:00 to 9:00 p.m.

8] **Profiles of AIT Schools and Centers (ToRs, Business and Action Plans, KPIs):** It was informed that the help of the external consultants will be sought and the intention is for all units/schools/administration develop their strategies, plans, and KPIs.

9] **Sabbatical leave for Vice Presidents:** It was agreed that the sabbatical leave for Vice Presidents that accumulate at the rate of one-and-a-half (1½) months per year of service will be extended to School Deans. This is in addition to the sabbatical leave privilege granted to eligible direct-hire faculty members that accrue at the rate of one month per year of service up to 12 months. The administration will cover additional costs (e.g. to hire an Adjunct faculty to teach their course during their absence) that will be incurred during the former VP/Dean's sabbatical leave period (equivalent to one month per year of service as VP/Dean).

PAC 10.02.04   Annual Birthday celebration of AIT

It was agreed that the anniversary celebration of AIT will be held every year on the first Saturday of September. A task force will be appointed to work on preparing the program for AIT's anniversary celebration. It was noted that the morning should be left free for programs to be held in respective schools.

PAC 10.02.05   Endowment Funds

The Vice President for Resource Development (VPRD), Prof. Worsak Kanok-Nukulchai will present proposal on the future use of existing endowment funds in the next PAC meeting.

PAC 10.02.06   Other Matters

1] **AIT Flags:** It was planned to display the flag of visiting dignitaries/delegation at the main Administration lobby (telephone area) along with the AIT flag. Sodexo will be requested to provide a list of available flags. On other days, the Thai flag is displayed with the AIT flag.

2] **Next Meeting:** The next PAC meeting will be held on Wednesday, 17 February 2020.