

PRESIDENT'S EXECUTIVE COUNCIL (PEC)

Summary Report

April 2003

(1, 8 and 29 April 2003 Meetings)

1. Provident Fund

The Chief Financial Officer reported that in connection with the process of establishing the AIT Provident Fund, it is necessary at this stage to form the Provident Fund Establishment Committee (PFEC). The major tasks of the PFEC would be to carry out the short-listing of prospective Fund management companies and to arrange a general meeting of employees. The PFEC will comprise of representatives of employees namely two members appointed (the Employer's representative and the Employee's representative) and five elected (three from staff and two from faculty) by the members of the Insured Saving Fund (ISF). An Election Committee comprising of Ms. Wanphen Thongsri (Co-Chair, and Employer's representative), Dr. Chaiyaphol Kaewprakaisaengkul (Co-Chair, and Employees' representative), and invited members Dr. William Barry, Ms. Sawitree Khiatbanlue, Mr. Somsak Umsuriya has been set up to conduct the election for the PFEC.

Background

The Executive Committee of the Board of Trustees at its meeting on 23 May 2002 endorsed in principle the establishment of a Provident Fund (PF) for the AIT employees. The decision was taken on the basis of the current status of the Insured Saving Fund, which has no legal recognition, and, therefore, the retirement benefits are subject to income tax. The income tax liability would have significant impact on the retiring employees in the future. The PF, on the other hand, offers the advantage of exemption from income tax upon retirement, provided the membership is for a minimum duration of five years and the member's age is 55 years or more. The initial step of establishment was the appointment of an employer's representative and an employee's representative. The following action plan for establishing the PF has been developed:

Actions, Responsibility, Timing

- (a) Appointment of Provident Fund Establishment Election Committee, AIT Administration and employer and employees representatives, 24 April 2003
- (b) Announcement for an election of Provident Fund Establishment Committee Members, Provident Fund Establishment Election Committee, 30 April 2003
- (c) Election of Provident Fund Establishment Committee Members, Provident Fund Establishment Election Committee, early May 2003
- (d) Short-listing of Provident Fund Management Company, Provident Fund Establishment Committee, end May 2003.
- (e) General Meeting of all AIT employees who are currently members of ISF.
- (f) Review/Approval of the draft internal regulations, Provident Fund Establishment Committee, and short-listed provident fund management companies to be invited, early June 2003

- (g) Selecting a fund management company and approval of the internal regulations, AIT Administration as per recommendation of Provident Fund Establishment Committee, June/September 2003
- (h) Registration of the AIT fund with the SEC, Provident Fund Management Company/Provident Fund Establishment Committee, November 2003.
- (i) AIT Provident Fund goes live from January 2004 onwards.

2. Admissions Committee

PEC endorsed the setting up of an *Admissions Committee* as outlined in the paper presented at the meeting by the Registrar. The Committee will make decisions on policy, procedures and issues on admissions criteria, student selection and quota of scholarships and fellowships for each School intake and comprise of the following:

- Registrar (Chair)
- School Deans
- Director, Admissions and Scholarships
- Director, Language Center, AIT Extension
- Other invitees on a needs basis

3. Academic Senate

In line with the decision of the Board the Academic Senate will now comprise of all full-time Professors, Associate Professors, Assistant Professors, Instructors and Visiting Faculty with a period of appointment of not less than one year. Another significant change is that the recommendations on appointments, contract renewals and promotion of Faculty shall from now on be made on behalf of the Academic Senate by a committee established by the Academic Senate specific to each case under consideration.

The President, Provost and Registrar will meet with the Academic Senate on 30 April 2003 to present the modalities and functioning of the new Senate. The administration will prepare the agenda for the first meeting of the new Academic Senate which will meet on 14 May 2003.

The Academic Senate will be requested to speed up the review process of the School curricula for the new semester during the transition period. As a matter of procedure the Schools were requested to also copy their submissions to the Registrar. The submission from SOM is still pending.

Secretary of the Academic Senate

It was decided that Mrs. Renedith Ariola-Calabdan will serve as Secretary to the new Academic Senate.

4. P&P on School Administrative Structure

PEC reviewed the draft *P&P on School Administrative* structure which has been revised and incorporates the comments raised at the 3 April 2003 meeting of the Academic Advisory Panel (AAP). The replacement of the School Forum by the Faculty Meetings to be chaired by the Dean would significantly enhance the role of faculty in matters related

to the School since the Faculty Meetings would also evaluate and make recommendations on faculty productivity and performance, including faculty appointments, contract renewals and promotions, in accordance to Institute policies and procedures. The Terms of Reference (TOR) of the Faculty Meeting detailing the functions will be featured under a separate section. This would complement the AAP recommendation that the Academic Senate be comprised of all faculty and appointments, contract renewals and promotion of faculty all be made on behalf of the Academic Senate by an ad hoc committee specific to the case under consideration.

5. P&P on Academic and Curriculum Structures and Institute-wide Courses

The School Deans were requested to invite faculty to submit course descriptions of Institute-wide courses that could be delivered as highlighted in the *P&P on Academic and Curriculum Structures* under Institute-wide courses (II Master's Degree Curriculum Structure items 7 and 8).

6. Outside Professional Activities

PEC endorsed the draft *P&P on Outside Professional Activities* which was also presented at the 3 April 2003 meeting of the AAP.

7. AIT Strategy Framework Document

PEC reviewed the *AIT Strategy Framework: 2003-2008* document which has been revised and incorporates the comments made at the 10 March Executive Committee and is an agenda item for the 25 April 2003 meeting of the Board.

8. Promotional Activities

PEC reviewed the latest version of the AIT video and presentation material prepared by the Registrar's office. The Registrar also presented the "*Technology with AIT*" proposal to be broadcast on Channel 11 and that which would be produced by the Pacific Intercommunication Co. Ltd. The objectives of this promotional campaign are more long-term and are aimed at publicizing the Institute's activities which would lead to various types of cooperation in the future. PEC endorsed in principle the proposal subject to there being sufficient sponsorship and a trial period. The need to emphasize application oriented research and projects of interest to Thailand as well as other countries which could be grouped according to certain themes or focal areas involving faculty, staff, students and alumni was stressed. Unlike the earlier campaign with UBC 8 the script will be prepared in advance and reviewed at PEC. The need to ensure that all promotional material is properly edited was reaffirmed.

9. Update on ERP

The CFO provided an update on the ERP and reported that the old and the new systems have been running in parallel over the past three months. The account closure in the current system has just been completed. The closure of the 31 December 2002 accounts

were performed using the Oracle system and some errors were detected which were attributed to the design of the program. This would need to be corrected with Oracle's advice and assistance. The planned completion date is targeted for July 2003.

10. Request for Language Specialist, AIT Extension

PEC endorsed the AIT Extension request to hire one *Language Specialist* in the Language Center in replacement of two Language Specialists who have left.

11. Re-establishment of faculty position in RRDP Field of Study, SERD

PEC approved the re-establishment of a faculty position in the Regional and Rural Development Planning (RRDP) Field of study, SERD, with preference that the recruitment be made at the assistant professor level.

12. Cooperation Agreements

PEC endorsed the following cooperation agreements:

1. MoU between AIT, Utrecht University, Chulabhorn Research Institute, and Mahidol University aimed at furthering collaboration in research and education in the areas of toxicology, epidemiology and risk assessment.
2. MoU between AIT and the Lahore University of Management Sciences (LUMS) which involves exchange of students, initiated by SOM.
3. Agreement with Binghamton University (State University of New York) initiated by SAT on educational and scientific cooperation.
4. Letter of Intent with Kolej Universiti Teknologi Tun Hussein Onn, Malaysia initiated by SOM.
5. MoU with the Pollution Control Department, Thailand and the Swiss National Center of Competence in Research North-South, Switzerland initiated by SERD.