

## PRESIDENT'S EXECUTIVE COUNCIL

*Summary Report*

**August 2004**

**( 10, 17 and 31 August 2004 Meetings)**

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### **1. Arboretum Project at AIT**

It was proposed that an appropriate level appointment should be made on the part of AIT to oversee the arboretum project with the Institute's counterpart at the Ministry of Natural Resources and Environment especially in view of the granting by Her Majesty The Queen to the naming of the AIT arboretum as "*Queen Sirikit Arboretum Garden*".

### **2. RTG Support to AIT**

The Provost reported that the next fiscal year RTG budget for AIT, in the total amount of Baht 128 million has been passed by the budget committee of parliament. It was suggested that AIT request for additional support through the King and Queen's scholarships for the next fiscal year budget which can be awarded to non-Thais as well.

### **3. AIT Academic Calendar 2005**

PEC reviewed the draft academic calendar for 2005. It was agreed to keep Wednesday afternoons free from classes for the scheduling of lectures and other Institute related events.

### **4. Mission Report of Visit to Pakistan**

PEC acknowledged with appreciation the mission report submitted by the Director of Promotion Activities, of his visit to Pakistan from 16-24 July 2004. The Administration will coordinate in the follow up activities to be undertaken .

### **5. TOR of AIT Community School Board**

PEC reviewed the draft TOR of the *AIT Community School Board*. The draft TOR will be further revised incorporating comments made at the meeting.

### **6. Education Subsidy**

The AIT Community School Board will be assigned to look into the issue of the scholarship grant which should be based on the 25% of the remaining AIT Community School fees and not on an outside school rate and in principle should be awarded to students based on academic performance.

**7. Short-term Indian Seconded Faculty**

A formal request will be submitted to the Government of India to lengthen the duration of the Indian faculty secondments from 3 months to 16 weeks in view of the shift from the trimester to semester system together with the request for an increase in the annual local currency grant to IRs 1,000,000 from IRs 300,000.

**8. Meeting with Mr. Yan Flint**

The Provost introduced Mr. Yan Flint to PEC members. Mr. Flint has been appointed as a Consultant to review the system of AIT's scholarship allocations and programs together with the current base of AIT donors and partners towards formulating certain recommendations in this regard. As part of the review process Mr. Flint was encouraged to meet with the Deans. Mr. Flint served as the former Ambassador of New Zealand to Vietnam and also as the Director of the Mekong Institute.

**9. P & P Statement on Honorarium for AIT Extension Resource Persons**

The P&P Statement on Honorarium for AIT Extension Resource Persons will be placed on the AIT website.

**10. AIT Extension**

PEC endorsed the re-establishment of the following two positions namely; *Program Officer (Marketing)* and *Computer Technician* and the establishment of a new position of *Senior Program Specialist in Business Management* in the AIT Extension. These positions are fixed-term.

**11. Invoicing of Tuition and Fees**

The CFO reported that he has held discussions with the Registry Office towards simplifying the invoicing procedure for tuition and fees having it based on the number of credits for each semester. The exchange rate would be based on the date of invoicing.

The proposal wherein students would also be able to make payment of registration and tuition and fees directly through the Kasikornbank, SCB AIT branch or other branch in Baht or US dollar was welcomed and will be announced to the students during the time of orientation.

The CFO is also looking into the opening of a dollar account for the Institute which could be based in Singapore instead of the current Citibank bank account in the US.

**12. Renovation of Student Dormitories**

A "*New Dormitory Construction Bidding Committee*" comprising of Dr. Pannapa Herabat (Chair), CFO, and Academic and Administrative Secretary will be set up to oversee the bidding process. The Purchasing Office Coordinator and the engineering design consultant will serve as resource persons.

**13. SU-Admin Meeting**

PEC was informed of the request made by the students to have more options in terms of the number of Institute-wide Courses being offered. It was also noted that there have been some complaints about the quality of some of the Institute-wide courses.

**14. English Language Training for Staff**

PEC was informed of the request made by the students for the need to have the secretaries and laboratory staff more proficient in English. The HRO will look into the organizing of classes depending on the level of English proficiency of the staff through the Language Center.

**15. Telephone Directory**

It was suggested that the telephone directory which could also feature additional information by linking it with the HRO database such as the address, e-mail etc. be put online. ITServ will be requested to look into this matter further and provide more detailed information.

**16. Review of AIT Bus Service**

It was agreed to review the current contract for the staff bus service with a view to exploring the possibility of using smaller buses depending on the number of staff members taking the buses. This is expected to provide savings to the Institute.

**17. Ad Hoc Committee on Outsourcing of Janitorial Services and Management of AITCC**

PEC took note of the report and recommendations made by the Ad Hoc Committee on Outsourcing of Janitorial Services and Management of AITCC which will be studied further.

**18. Partnership and Collaboration**

PEC reviewed the following draft MoU's and commented on them as follows:

1. The draft MoU between AIT and WWF will be further revised incorporating comments and suggestions made at the meeting.
2. In the draft MoU between AIT and the Chinese Academy of Survey & Mapping, the exact amount for the 24 credit fellowship i.e. US\$ 7,800 should be specified stating that it would only be awarded to the top students.
3. PEC took note of the working draft of the MoU between AIT and the Banking University of Ho Chi Minh City, which will be further discussed during the visit of officials from the University to AIT on 20 August 2004.
4. PEC endorsed the renewal of the MoUs between AIT and the University of Peradeniya and the University of Moratawa with some editorial changes.
5. The MoU between AIT and Thai Carbon Black (TCB) PCL was endorsed with Dean AIT Extension authorized to sign the MoU on behalf of AIT.
6. PEC endorsed the draft MoU between AIT and the Department of Science and Technology, Can Tho City, Vietnam.