

PRESIDENT'S EXECUTIVE COUNCIL (PEC)

Summary Report

December 2003

(3, 9, 16 December 2003 Meetings)

1. Performance Evaluation Form

The *“Performance Evaluation Report for Academic & Administrative and Support Staff”* will be distributed in mid-December 2003 and would need to be completed and returned by early January 2004. An Institute-wide assessment of the increments would then need to be conducted since the overall increments combined with CoLA can not exceed 5% of the Institute budget.

2. Position Papers on Payment of Tuition and Fees, and on Tuition and Fees Refund

For students in the semester system it was agreed that “a self-supporting or externally-funded student who resigns within three weeks after the beginning of a semester may be refunded 80 percent of the tuition and fees for that semester. Later than that the tuition and fees will not be refunded”. The current regulation on the refund of tuition and fees for continuing students under the trimester system stands.

The guidelines on the payment of tuition and fees by self-support and externally-funded students were also endorsed. In particular it was noted that only incoming students who have paid the registration fee will be allowed to register for credits and any student, who is unable to settle the tuition fees by the first day of mid-term examinations, will not be allowed to sit for the examination.

The revised papers will be incorporated in the AIT Student Handbook and the P&P on Degree Programs, which will also be available in the AIT website.

3. Honorarium Rates

The honorarium for SAT faculty who taught in Vietnam in 2002 would follow the rates agreed upon at that time. The faculty honorarium for 2003 will, however, follow the new rates, with faculty responsible for their own subsistence. The same rates would also apply for SOM. The Deans were asked to initiate and implement the above.

4. Outstanding Promissory Notes

It was brought to the attention of PEC that there are currently outstanding promissory notes worth more than 7 million Baht that remain unsettled. Strict clearance procedures will be put into effect and also incorporated into the promissory note request document.

5. Educational Subsidy in AIT Community School

The issue of availing of subsidy by seconded faculty and staff is an issue to be resolved between the Institute and the seconding agency. If requested by a particular seconding

agency then the subsidy if provided should be recognized as contribution of AIT. In certain instances the seconding agency may be in a position or willing to cover the costs.

6. Travel Agency

A replacement to the Express Travel Agency has been selected and will start operations from 1 January 2004. It was affirmed that air tickets for Institute related travel can be purchased from an outside travel agency if the prices quoted are lower. However, only payment in the amount of the approved final lowest quotation will be made.

7. Proposed Measures to Improve the Institute's Accounting and Budgetary Practices

A comprehensive listing of account names of the Institute's restricted funds (Funds 21, 22 and 23) was received. The accounts in the three funds have currently a combined total of Baht 272 million, with a deficit balance of Baht 164 million. It was observed that many of the account names have not been updated for years, or have become inactive due to departure of the concerned account signatories but still kept. Some accounts have noticeably questionable uses. The system requires cleaning up, perhaps best done by an external audit. Closing of account(s) should be part of the clearance procedure. Along this line, SERD Dean has made the initiative to submit a list of accounts for closure. In the interim, the Acting CFO will make a preliminary review of the current list and propose an account structure that closely follows the academic structure.

As a matter of policy, no employee should lose one's job as a result of the introduction of new accounting practices and regulations, which are meant to mainly put the Institute's financial management system back on track.

Income-generating units are, in a sense, "responsibility centers", placed under the umbrella of the School, including the provision of their annual operating budgets.

Projects of more than one-year duration, which have already been approved, will still be required to prepare their operating budgets on an annual basis, for approval by the administration.

8. Gender Equality Committee

The internal committee has been constituted, with Prof. Stephen Ogunlana as chair, and with members drawn from among various units, including the Student Union.

9. Institute-Wide Courses Coordinator

Dr. Nicholas Dimmitt was proposed to serve as IWC Coordinator.

10. Annual Salary Increment for Staff

It was felt that, given the current impasse on the negotiation with the AIT Labour Union, it would be necessary to release to the AIT community the facts and figures, with Thai translation, on the status of staff salary increments.