

PRESIDENT'S EXECUTIVE COUNCIL

Summary Report

December 2004

(07, 14, 20, December 2004 Meetings)

1. New Human Resources Director

Ms Kalchana Nettayawichit, the newly-appointed Human Resources Director, who joined the Institute from 1 December 2004 was welcomed and will attend meetings of PEC as a regular member.

2. AIT Insured Savings Fund Closure

The Executive Committee approved the administration's request to allow partial withdrawals of the ISF balance by the members on completion of eligible years of service till conversion of the ISF balance to Provident Fund, and for the Institute to bear the tax liability of such withdrawals for eligible members.

3. Cost of Living Allowance (CoLA)

The Executive Committee approved the award of 2.54% CoLA adjustment, with a minimum of Baht-300 per month with effect from 1 January 2005. This will be applied to permanent, contract renewal-based, and daily-hire employees. The HRD was requested to prepare new salary scales incorporating the approved CoLA adjustment.

The CoLA adjustment minimum of Baht-300 per month will not be applied to daily-hire workers as they are already provided with the 2.54% CoLA and salary increments, along with other benefits (medical insurance, sick leave, etc).

4. Sale of Products with AIT Logo

The Associate Registrar for Community Affairs (ARCA) reported that a concessionaire is interested to sell products carrying the AIT logo. The use of the AIT logo by any outside party should be based on a licensing or similar agreement which should be worked out in consultation with the AIT Legal Adviser.

ARCA already instructed the Bookstore to stop selling stationery items with the AIT logo, particularly the AIT letterhead and envelopes, to the public. ARCA will continue to follow up on this matter in consultation with the AIT Legal Adviser.

5. Water Consumption Charging in Accommodation Units

Since, only houses are individually metered for water consumption, staff and student units may have to be charged based on flat rates. ARCA was advised to check with current and previous Task Force reports whether water consumption charges were already factored in the rents. Clear formula need to be defined by the appropriate Task Forces, and residents should be given ample time before effecting the charges.

The PP will be requested to provide the Faculty/Staff Housing and Student Accommodation Houses, through the ARCA, copies of floor layouts for all faculty/staff and student housing units,

preferably before 7 January 2005. These will be used as bases for Task Force deliberations and recommendations. The TF reviewing the student housing rental structure will finalize its report by January 2005 so that recommended rents can be implemented from August 2005.

6. Library Opening Hours

ARCA reported that after the completion of the final examinations, no student use the library after 11:00 p.m. and only a few students used the library services after 08:00 p.m. The Library opening hours will, therefore, resume to its normal schedule with immediate effect.

8. Purchase Authorization

It was stressed that expenditure limits for unit heads set earlier should be strictly implemented and incorporated in the ERP purchasing module.

9. MoU with Nepal

The PEC endorsed the Programme of Cooperation on Human Resource Development based on Memorandum of Understanding between the Ministry of Science and Technology, His Majesty's Government of Nepal, and High Level Commission for Information Technology and the Asian Institute of Technology.