

PRESIDENT'S EXECUTIVE COUNCIL

Summary Report

January 2004

(6, 12, 20, 27 January 2004 Meetings)

1. Note on Tuition and Other Fees

PEC received the note on tuition and other fees payment guidelines prepared by the Chief Internal Auditor which will take effect from 1 January 2004. All students will be issued invoices for the full amount of fees. The Admissions and Scholarships Office will maintain a database and keep track of the fees receivable and all AIT fellowships awarded will be subject to budgetary control against the budget provision. A defaulter list will be provided by the Finance Department after the last date of payment of fees. Once the students are admitted no further authorization of additional waivers will be permitted. This process will be computerized at a later stage.

It was also recommended to fix the tuition and fees in Thai Baht in view of the anticipated loss in exchange due to the weakening US dollar. This will be specified in the admission offer to students.

2. Appointment and Renewal

In completing the *Request for Personnel Action Form* for project staff the verification on the project duration will also be conducted in addition to the availability of budget.

As a matter of procedure all fixed-term contract openings must from now on also be announced internally through the AIT Bulletin.

3. Faculty Reclassification

The Deans were requested to communicate with faculty in their respective Schools and take the following actions pertaining to faculty reclassification under the new salary structure:

There will be no decrease in salary due to the implementation of the new personnel policy. Placement of faculty under the new salary scale will be gradual and based on the results of the external peer review and recommendations of the School Faculty Meeting and Academic Senate. In case the salary corresponding to a faculty member's level in the new faculty ladder structure is lower than his/her emolument under the previous salary structure, his/her emolument under the new contract will be fixed at the level as of his/her previous contract (inclusive of the former quarters allowance and withholding tax, and accordingly adjusted to account for the increased Institute contribution to his/her ISF). For the new emolument, he/she will be responsible for payment of any income tax liability. For the period of his/her new contract, he/she will not be eligible for any salary adjustment due to merit increment, but will be entitled to receive approved cost of living allowance. According to the new *Policy & Procedures on Employment of Faculty: General Work Regulations*, a faculty member is allowed to earn up to, but no more than, 33% of his/her salary from other approved Institute activities. In this regard, any additional remuneration will be based on his/her corresponding level in the new salary structure, which will be counted to make up the difference between

his/her actual salary and the amount which corresponds to his/her level in the new salary scale, and will only start earning additional remuneration after this salary make up is fully achieved. Should, in the future, a faculty member's accomplishments, following standard review procedures, warrant his/her placement in the new salary structure which at least matches with his/her current emolument, he/she will then be placed under the new salary scale.

4. **CoLA Adjustment**

The 2004 CoLA adjustment of 1.60%, with a minimum provision of Baht 300, as endorsed by the Executive Committee, will be implemented and reflected in the January 2004 salaries. Individual merit increments for staff will be finalized as soon as the remaining performance evaluation reports have been received by HRO, and, accordingly, reflected in the February 2004 salaries, retroactive to January 2004. An announcement to this effect will be made by the HRO Director.

5. **Closure of ISF**

PEC endorsed the draft announcement on the closure of the ISF together with the summary of announcements and clarifications made at the general body meeting of the ISF members held on 17 December 2003.

6. **Additional Budget for Chalerm Prakiat Building Modification**

PEC endorsed an additional budget in the amount of Baht 455,178 to be charged to the FY 2004 capital budget allocation towards equipping the Electronics Laboratory in the Microelectronics Program in SAT.

7. **Position of Registrar and Administrative Reorganization**

The Executive Committee at its 15 December 2003 meeting deliberated and endorsed the idea that no immediate replacement be sought for the position of Registrar which has become vacant from 1 January 2004. However, the position of Registrar would still be retained. The Provost would in the interim oversee the units which were under the supervision of the Registrar. The possibility of appointing an interim Registrar internally from among the faculty will be looked into who would mainly be involved in the selection of students and allocation of scholarships. Two Associate Registrar positions have been established namely that of Associate Registrar for Student Affairs and Associate Registrar for Community Affairs. Dr. Anila Sadananda, the Dean of Student and Community Affairs, a position being abolished, will be appointed to the position of Associate Registrar for Student Affairs and Dr. H. L. Tien to that of Associate Registrar for Community Affairs. Mr. Sanjeev Jayasinghe, the Promotions Coordinator will be appointed as Director of Promotion Activities.

8. **P&P on Academic and Curriculum Structures**

PEC endorsed the draft *P&P on Academic and Curriculum Structures* which provides further clarification on the credit requirements for the Doctoral Degree program and Certificate of Advanced Studies (CAS). In particular, both the Doctoral Degree Program and Certificate of Advanced Studies (CAS) requires a minimum of 18 credits coursework for those who earned their Master degree at AIT, and a minimum of 24 credits coursework for those who earned their Master degree elsewhere. The minimum coursework requirement may include special studies not exceeding 6 credits.

Additional tuition based on number of credits will only be levied to students if courses are taken by them, of their own choice, above the minimum requirement set for the Field of Study.

9. P&P on Secondment

PEC endorsed the draft *P&P on Secondment* which now encompasses both faculty and staff.

10. P&P on Payment of Faculty Honoraria

PEC endorsed the draft *P&P on Payment of Faculty Honoraria* which will also include a table with the rates.

11. Institute-wide Courses

PEC was informed that the following two Institute-wide courses have been offered for the January 2004 Semester namely, *Gender, Technology and Development*; and *The Impact of Corruption on Development*; with an additional one entitled *The Roles and Responsibilities of International Organizations* currently being finalized. It is likely that the course on Gender, Technology and Development may not be offered this January Semester due to the small number of students who have registered for it. However it may be offered during the summer break along with other institute-wide courses.

PEC endorsed the appointments of Dr. Gothom Arya and Dr. Gamini Abeysekera as Guest Lecturers who will be invited to teach the courses on *The Impact of Corruption on Development* and *The Roles and Responsibilities of International Organizations* respectively.

The Dean of AIT Extension, Professor Gajendra Singh was appointed to oversee the implementation and delivery of the Institute-wide courses.

12. Request for Office Equipment for the SEA-UEMA Project

The SEA-UEMA Project Office was requested to contact the ITServ in assessing the equipment needs of the Project and into allocating certain available items that could be used by the Project. As a matter of procedure, from now onwards, all purchase requests for electronic or IT equipment must first be reviewed by the ITServ.

13. R&D Network with NSTDA and Thai Universities

The National Science and Technology Development Administration (NSTDA) has been allocated a budget of 90 million Baht to develop an R&D network with 12 Thai universities, including AIT. The main objectives of this R&D network is to strengthen Thailand's competitiveness in the following strategic areas: automotive, food, fashion, SME's, software and tourism. Based on the discussion at the 9 January 2004 meeting, NSTDA will draft a proposal outlining an action plan to create the R&D network and research activities relating to the above strategic areas. AIT is expected to play a prominent role in this R&D network.

14. MoU and MoA with University of Yamanashi, Japan

PEC endorsed the draft MoU and MoA between AIT and the University of Yamanashi, Japan. The President has been invited and will attend the signing ceremony to be held in Japan on 3 March 2004.

15. Issues from Student Union

Complaints by students, specifically referring to classes being taught by visiting and adjunct faculty members during weekends and at night time was raised at the 26 January 2004 meeting held between the Administration and Student Union. The Deans were requested to ensure that classes are taught during regular week hours and does not exceed 1 ½ lecture hours per day.