

PRESIDENT'S EXECUTIVE COUNCIL

Summary Report

July 2004

(6, 13, 20, 27 July 2004 Meetings)

1. Second Event Series "Bridges – Dialogues towards a Culture of Peace"

PEC reviewed the tentative schedule for keynote speakers of the second event series "*Bridges – Dialogues Towards a Culture of Peace*" to be hosted at AIT between November 2004 and April 2005.

Since the first event in the series, namely the lecture to be delivered by Nobel Laureate for Physics, Prof. Claude Cohen-Tannoudji, on 13 December coincides with the date of the meeting of the Executive Committee, Professor Phien will serve as the host at the event on behalf of the Institute. A joint luncheon could be held in honour of Prof. Cohen-Tannoudji with the members of the Executive Committee on that day.

2. Arboretum Project at AIT

Prof. Chongrak Polprasert, Chairman of the Campus Environment Committee, provided a brief on the program of the Arboretum Project at AIT which will be held on Friday, 6 August 2004 at 2:00 p.m. in celebration of Her Majesty Queen Sirikit's Sixth Cycle Anniversary. The project is a collaborative project between AIT and the Ministry of Natural Resources and Environment, Thailand.

The Provost reported that the Palace has officially informed the Ministry of Natural Resources and Environment (MoNRE) that Her Majesty The Queen has granted the naming of the AIT arboretum as "Queen Sirikit Arboretum Garden". The commemoration ceremony on 6 August 2004 will include a video and website presentation at the AIT Conference Center auditorium, with messages from the AIT President, MoNRE representative and from Thanpuying Dr Suthawan, prior to the tree planting in the arboretum site.

3. AIT Administered Medical Plan

The CFO briefed PEC on the three other options with upgraded benefits, patterned after the BUPA Blue Cross Medical Plan which would now be available under the AIT Administered Medical Plan with effect from 1 August 2004. The proposal to have the reimbursements effected through the payroll was also endorsed. Faculty and staff, their legitimate spouse and children not over 18 years old may opt to be enrolled in any of the plans. The option for children beyond 18 years to also subscribe to the basic and upgraded schemes is also available.

4. P & P Statement on Honorarium for AIT Extension Resource Persons

The draft P&P Statement on Honorarium for AIT Extension Resource Persons proposed by the Dean of AIT Extension was endorsed. The AAS will be requested to integrate this P&P, to be effective from 1 September 2004, into the existing P&P on Honorarium.

5. Merging of Staff Categories

The possibility of putting in a single category all staff i.e. both the *Academic & Administrative* and *Support & Services* categories will be looked into.

6. School Residual Fund

The CFO will in consultation with the Provost prepare the guidelines on the use of School residual funds, which should be part of the P&Ps, which is currently being reviewed by the CFO.

7. Accounting for Conference Series

The accounting principles for Fund 30 should be followed for organizing a series of conferences within a year, especially in using budget surplus of one conference to be used as seed money for the succeeding conference. However, this might pose some difficulty in cases where a series of conferences of the same topic is organized over several years since Fund 30 accounts need to be closed at the end of each year. Restrictions may not be placed on the number of conferences in a series and the Provost may approve a spending limit for the initial months.

8. FY 2005 Budget Preparation

The salient features regarding the FY 2005 budget preparations together with the time table and general guidelines prepared by the CFO was made available to members. Information regarding the operating budget, head count, capital budget and business plan would need to be provided by the Schools while the other administrative and support units would only need to submit the first three reports. The templates will be provided by the Finance Department. The budgeting process must take into account the academic restructuring into three schools. Feedback from the Schools was invited and would be considered in the budgeting process.

In the future, budget revisions are allowed only once a year, at mid-year (July).

9. Payroll

The payroll will continue to be made through the Kasikornbank initially with the possibility of a migration to Siam Commercial Bank considered at a later stage.

10. Education Subsidy

The AIT Community School Advisory Council will be requested to come up with the guidelines on the awarding of scholarship. PEC recommended that such a scholarship should preferably be awarded to deserving needy students especially for grades not offered by the AIT Community School.

The cases of non compliance to the education subsidy policy implemented since 1 July 2003 will be reviewed and adjusted against future claims as per the revised policy approved by the 12 July 2004 Executive Committee meeting.

Education subsidy (continued)

The CFO is handling the review of education subsidy cases. It was pointed out that education subsidies are mainly for tuition fees. Subsidy to the School Campus Development Fund (SCDF) is only applicable for the AIT Community School.

11. AIT Community School

The School Advisory Council will be changed to a School Board, which would be chaired by the Associate Registrar for Community Affairs (ARCA) with the Principal of the School to serve as the Secretary. The draft Terms of Reference will be circulated to PEC for comments. It is proposed to have the following as members, namely, ARCA, Principal, Director of the Language Center, PTA Chair and Teacher representative. It is proposed to also invite a representative from an international school in Bangkok to the School Board in the future.

ARCA has proposed to the AIT Community School Advisory Council to immediately utilize the campus development funds as proof to the parents that the fees collected are being utilized for the improvement of the School facilities. It is proposed to initially use operating funds from the Institute to build a shed between the parking area and main school building.

PEC agreed that as a gesture of goodwill and on condition that adequate facilities and seats are available children of personnel from Thammasat University and Science Park could be admitted. However, this must be done so on the basis of an agreement which needs to be worked out.

12. Alumni Tracer Study

PEC reviewed the Action Plan prepared by the Alumni Relations Officer, which targets 30 November 2004 for the completion of the alumni tracer study. It was suggested that this information also be made available on the AIT website so that alumni could access and update their information.

13. MoUs and Collaboration

PEC endorsed the partnership agreements between AIT and following institutions:

1. The MoA between AIT and the Asia Pacific Nanotechnology Forum (APNF) to be signed between Dean SAT and the Executive Director of the APNF. The earlier agreement was also signed by Dean SAT upon the authorization of the President.
2. The MoU between AIT, the Pollution Control Department, Thailand and the Swiss National Centre of Competence in Research North-South, Switzerland.
3. PEC was informed of the agreement for collaboration on research, education and training programs between AIT (School of Civil Engineering) and the International Innovation Center, Kyoto University, Japan.

14. Financial Obligations of Students

The Institute policy that financial obligations must be settled before a student is allowed to graduate should be strictly adhered to. Likewise, a deadline for payment of tuition and fees due for the semester should be set. Registration should not be finalized unless

Financial Obligations of Students (continued)

fees are paid. This system should be strictly implemented for both new and continuing students from August 2004 Semester onwards.

15. Student Union Fees

The Student Union (SU) fees to be paid by students will be included in the Academic Practices manual and Student Handbook currently being updated. The accounting aspect will be looked at by the CFO.

16. Student Accommodation

In view of the shortage of accommodation of rooms for the students enrolling in the August 2004 semester intake, PEC proposed the following: delay in the renovation of the student dormitory (Dorm G) with the speeding up of the construction of the new dormitories and provision of double bunk beds in the student villages.

17. New Student Handbook

A new Student Handbook, published by the Office of ARSA, will be made available online to all students. However, for the new students, starting with the August 2004 Semester intake, each student will be provided with a hard copy. If this particular expenditure is not included in the ARSA operating budget for this year, CFO will find appropriate account against which the expense could be charged. This should be budgeted under ARSA operation from 2005 onwards.

18. Housing Rental Structure Review

The following members will be invited to serve on a task force to review the current housing rental structure, including recovery of associated services and costs: ARCA, CFO, Campus Counselors, AITCC General Manager, and Professor Stephen Ogunlana, who will also be requested to serve as Chair.

19. Registration of Aliens as Domestic Helpers

The legal advisor is being consulted on the processing of registration of alien domestic helpers in the Institute. As part of the survey of campus residents as required by Thai immigration, the reporting of the arrival card number every time a resident returns from a travel maybe cumbersome. This will be followed up whether this also applies to those with visa under Section 15.

20. Coffee Lounges and Food Vendors

PEC endorsed the revised charging systems for the coffee lounges and food vendors as agreed at the 22 June 2004 meeting (memorandum from ARCA to the Provost dated 12 July 2004) with effect from 1 January 2005.