

PRESIDENT'S EXECUTIVE COUNCIL

Summary Report

March 2004

(9, 16, 23, 30 March 2004 Meetings)

1. The meeting was preceded by the signing of the Memorandum of Understanding (MoU) between AIT and the United Nations University (UNU), represented by Professor Hans Van Ginkel, who is also the Vice Chairman of the AIT Board of Trustees.

2. **Institute Insurance**

It was reported that the current group medical insurance policy will expire by the end of the month, but could be extended for one more month, to allow time for the Task Force, with membership including the Chief Financial Officer (as chair), Chief Internal Auditor, Medical Officer, Associate Registrar for Community Affairs, Associate Registrar for Student Affairs, HR Director, Purchasing Office Coordinator and the ISF Consultant (as resource person), to make its recommendations. The future medical plan should also cover students.

It was deemed appropriate that insurance policies of the Institute should be purchased in a coordinated manner. All current insurance policies thus need to be reviewed, perhaps by the same Task Force.

3. **Guidelines for the Offer of Institute Fellowships**

PEC received the guidelines for the offer of Institute Fellowships. The CFO offered to come up with data on the breakeven credits and conduct a review of what was granted in previous years.

- 4.. **Editorial Board**

An Editorial Board comprising of the following will be formed to look into the Institute's promotional materials:

Ms. Nittaya Katkasem, Editor
Mr. Jonathan Shaw, Editor, AIT Newsletter
Mr. Sanjeev Jayasinghe, Director, Promotions
Mr. Kusumakar Sharma, SERD
Ms. Ann V. Lopez-Fontanilla, SCE
Mr. Anupam and Dr. Jirapan, SOM
Amalia S. Canullas, SAT
Mr. Fazle Karim, AIT Extension
Mr. Matthew Laszewski, Language Center

5. **Finance Department Reorganization**

The CFO presented the modified Finance Department organizational chart according to which three main functions namely, operations, control and reporting have been outlined.

6. Payroll Costs

- It was noted that provisions will be made for the allocation of Baht 700,000 towards the Provident Fund contribution by the Institute for eligible daily-hire staff. In the case of current fixed-term staff with embedded ISF their salary will be restructured to incorporate the Provident Fund which would be applicable on a voluntary basis.
- From now onwards the unit heads would only need to sign the summary form and not individual submissions of staff whose salaries are based on time sheets. The HR Office will be informed accordingly.

7. Sale of Institute Assets

It was reaffirmed that earnings from the sale of any Institute assets must be deposited in the Capital Fund and not return to the same fund in the unit from which it was purchased. The issue of old assets accumulated was also raised. The CFO was asked to assign the Inventory Office to make a record of all such assets. The identification and pooling should be handled by the Inventory Office following which the actual storage should be the responsibility of the Physical Plant. Once the verification and pooling is completed the Inventory Office should coordinate with the Purchasing Office in the subsequent transfer, donation or disposal of such assets.

8. Campus Environment Committee

- An official request will be made by the President to the Governor of the Provincial Waterworks Authority requesting consideration to have the contract with AIT renewed and place AIT in an appropriate category with an amendment on the minimum volume of water usage from 45,000-74,999 to 40,000-74,999 cubic meter per month. The Physical Plant will be assigned to follow up on the details of the contract. The AIT Conference Center will be requested to make an assessment on the usage of water by the Center.
- Prof. Chongrak, Chair of the Campus Environment Committee presented a report on the issues that have been addressed by the Committee which includes the decommissioning of the PTT gas station, arboretum, repair of the road leading to the Science Park etc. The minutes of the Committee meeting held on 22 March were also provided.

9. Cooperation between AIT and UNEP.RRC.AP

It was noted that any reference to UNEP.RRC.AP must be made in the context of the cooperation between AIT and UNEP, since UNEP.RRC.AP is a joint Center between AIT and UNEP.

10. AIT Community School Fees

The AIT Community School Advisory Council has recommended not to have a Grade 8 but proposed that Grade 7 be maintained. Additional information on the number of external vs. internal students in each class will be needed. Further details will be discussed once this information is made available.

11. Educational Reimbursement through Promissory Notes

The current practice of staff being allowed to advance money through Promissory Notes for payment of educational expenses for children will be discontinued and will be on a reimbursement basis similar to medical reimbursements. This will be communicated through email to faculty and staff by HRO.

12. Holding of Conferences and Courses Outside AIT

It was reaffirmed that all Institute organized conferences, seminars, courses etc. must be held at AIT. In exceptional cases wherein there could be justification for an event to be held outside AIT, prior approval must be sought from the Administration.

13. Request from National Research Council of Thailand

AIT has received a letter from the Secretary-General of the National Research Council of Thailand, requesting to be provided with copies of theses and research reports pertaining to Thailand. The National Research Council of Thailand has been tasked to compiling this information at the national level. The Library will be assigned to follow up on the request. Faculty will be requested to systematically provide copies of their research papers to the Library.

14. Kasikornbank and Siam Commercial Bank

The CFO reported that the Kasikornbank has informed AIT that it will be closing its sub-branch situated at AIT on 26 April 2004. In view of Kasikornbank's decision, AIT has invited the Siam Commercial Bank (SCB) to consider establishing a sub-branch in the campus to service the financial needs of the AIT and its community. SCB has agreed to the request and verbally informed AIT on 29 March 2004. The indicative date of opening of the SCB sub-branch is in June 2004. During the transition period SCB has offered to provide mobile banking services and also open an ATM on campus.

15. Construction of new dormitory building

Dr. Chaiyaphol K., Chairman of the Task Force for the construction of new dormitory buildings reported on the process for searching for a project consultant to render professional services for designing, bidding, and construction supervision of the two new dormitory buildings, interior decoration, all external utilities, car parking, bicycle parking, including landscaping. The Task Force recommendation to select VANGUARD Co. Ltd. was endorsed.

16. Plus-Rattanakosin Foundation Fund-Raising Campaign

In response to the request of the Pathumthani Governor, AIT will purchase 100 T-shirts at the cost of Baht 40,000, which will go towards HM the Queen's projects, under the initiative of the Plus-Rattanakosin Foundation.