

# PRESIDENT'S EXECUTIVE COUNCIL

*Summary Report*

**November 2004**

**(02, 09, 16, 23, and 30 November 2004 Meetings)**

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## **1. Bridges – Dialogues Towards a Culture of Peace**

PEC received the program of the forthcoming series of the *BRIDGES – Dialogues Towards a Culture of Peace* with the first lecture to be delivered by Nobel Laureate for Physics Prof. Claude Cohen-Tannoudji on 8 December 2004. The Schools have appointed Masters of Ceremony (MC) for the first four lectures and additional MC's for the remaining lectures are invited from the Schools. It was agreed that the lecture, as well as all subsequent such lectures, should be held in the Bender auditorium rather than in the AIT Conference Center.

## **2. Issue of Illegal Aliens on Campus**

PEC agreed that an e-mail announcement be sent to the community to the effect that that anyone found harbouring illegal aliens would be immediately dismissed and that the Institute is not liable for any actions taken in this regard by the police or Thai authorities.

## **3. AIT Community School Board**

The *Terms of Reference* of the *AIT Community School Board* which has been finalized will be announced and the School Board installed at the earliest.

## **4. Education Assistance Scheme**

The Executive Committee resolution of 12 July 2004 on the provisions relating to education subsidy in the new personnel policy, specifically for grades not offered by the AIT Community School according to which: "In case education in that grade is not offered by the AIT Community School, education subsidy will provide for reimbursement of education expenses in another school amounting to 75% of the tuition fees of that school, or twice the tuition fees of the AIT Community School in the highest grade offered, whichever is lower. Children of nationals studying in their own countries are expected to be enrolled in national schools. Support for children to attend international schools is to be limited to children actually expatriated together with their parents" was reaffirmed. It was decided to put on hold all education reimbursement claims pending review and verification of each individual request

Further clarification under *Section 6.3 Education Assistance Scheme, 6.3.1 Education Subsidy* in the *Personnel Policy* was made in that children of nationals studying in their own countries are expected to be enrolled in national schools which shall not include international and other private schools. All requests shall in the meantime be brought to PEC for review prior to any reimbursements being made.

## **5. Year-end Break**

The President affirmed that it had been earlier determined that with the change to the semester system and implementation of the new terms of employment of faculty and staff i.e. 24 working days vacation for the staff in addition to the official holidays the Institute would not close on the year-end break. It was decided that units providing essential services should still continue to function over the year-end break albeit with a minimum basic staff. In particular ARCA was

requested to ensure that minimum service is maintained at the AIT Conference Center for the guests residing there over the year-end break.

*(at the 20 August 2001 meeting of the Staff Affairs Working Group the following was recorded: Leave days of AIT local hire staff is 13 days per annum plus the Christmas break. When AIT's academic cycle is changed to a semester system, the Institute will not close for year-end break, as currently practiced. Any change in the number of leave days for the local hire staff will take effect only after the new personnel policy is implemented.)*

#### **6. Medical Doctor Position**

It was agreed that during the interim period while the Medical Doctor position is being announced, Dr. Wichit Supamethangkura, the Orthopaedic Specialist would be offered to extend his working hours at AIT in assisting Dr. Jareet Janrasameewila.

#### **7. Cost of Living Allowance (CoLA)**

A committee comprising of the CFO, Chairman of the Academic Senate, Employees Committee representative, Labour Union representative, HRO-in charge, and new HR Director will be set up to consider the issue of the Cost of Living Allowance (CoLA) to be submitted for approval at the 13 December 2004 meeting of the Executive Committee.

#### **8. Overdue RTA and PN Issued Prior to 2004**

The CFO provided the list of overdue RTA's and PN's issued prior to 2004. The Deans and respective units heads will be requested to follow up with concerned individuals in having them cleared by the end of November 2004 following which all overdue RTA's and PN's will be deducted from the individual's salary.

#### **9. Proposed Policies Regarding Outstanding Dues by Students & Faculty / Staff**

The draft paper presented by the CFO on the proposed policies with regard to outstanding dues by students and faculty / staff was endorsed with the comments made at the meeting to be incorporated and will be implemented starting from 1 January 2005.

#### **10. Internal Audit for Account Closures**

The CIA proposed that given the large number of ongoing projects it is important to identify those which should be audited in consultation with the Sponsored and Contracted Projects Coordinator. The CFO recommended that periodic audit status reports be prepared on the projects.

#### **11. Procedures for Payment of Tuition and Fees**

PEC endorsed in principle the draft procedures for payment of tuition and fees with the recommendation made that the registration of students who do not pay their tuition and fees by the mid-semester would be cancelled. The CFO was requested to revise the procedures accordingly.

#### **12. Financial Reporting for Sida**

In follow up to the request made by Dr. Gity Behravan, Senior Research Adviser, Department for Research Cooperation (SAREC), Swedish International Development Cooperation Agency (Sida)

for all the Sida related financial reporting to be handled by one person from AIT it was agreed that Mrs. Monowara Hussain would serve as the link person responsible in the coordination.

### **13. Student Accommodation Overview**

- PEC received the report from ARCA on the status of the current student accommodation and endorsed the following actions proposed:
  1. Dormitory U must be returned to the students and placed under the Student Accommodation Office (SAO) and ST-2 returned to faculty/staff and placed under the Faculty & Staff Housing Office (FSHO) as soon as possible. The faculty/staff currently staying in Dormitory U who wish to move to ST-2 will be given priority. No new allocations for staff will be made in Dormitory U and the lease of staff staying in Dormitory U will not be renewed. As a temporary measure some vacant rooms in ST-2 could also be allocated to students.
  2. Students who are currently abroad on exchange programs must return their rooms.
  3. The SAO will proceed immediately in implementing measures including penalty against anyone found breaching the Student Accommodation P&Ps.
  4. Priority will be given to students currently staying at the Chateau Apartments followed by those who have had to share single rooms on campus in the allocation of rooms that are available.
- It was decided that as a policy, self-support students must pay a one month deposit and a one month advance for student accommodation.
- It was clarified that although Post Doctoral fellows are neither under the official staff or student categories by status they should be accorded student privileges in terms of accommodation and government relations assistance.
- It was agreed that effective 1 January 2005, payments of the student accommodation must be made at the beginning of the month.
- PEC approved the appointment of D. K. J. Co., Ltd. as recommended by the Committee for the award of the construction contract of the two new student dormitories. It should be stipulated in the contract that the buildings must be completed by 30 June 2005.

### **14. Outsourcing Housing Services**

A *Task Force* comprising of CFO, ARCA and the Sponsored and Contracted Projects Coordinator will be formed to further look into the outsourcing of the management of the AIT Conference Center and the Student Accommodation and Faculty and Staff Housing services. Input from the CIA and the AIT Legal Advisor will also be sought. The Task Force will consider whether there should be open bids and report on progress made at the 7 December 2004 PEC.

### **15. Recommendations from the Academic Senate**

PEC received the report from the Academic Senate (memo dated 2 November 2004) and commented as follows:

1. The revised EMBA (August 2004) and *Gas-Fired Power Plant Technology* (new area of specialization in E/SERD) curricula were endorsed. PEC took note and supported the request put forward for a full-time faculty to be recruited in the *Gas-Fired Power Plant Technology* area of specialization.
2. The request made by the Student Union to offer more Institute-Wide Courses was noted. However, the Academic Senate will be reminded that it should not deliberate on requests of

such nature raised directly by faculty or students which should be communicated through the Administration.

It was agreed that the Institute-Wide Courses would be reviewed once the first cycle of offering has been completed i.e. after the first batch of semester students have graduated in May 2005 .

The administration of the Institute-Wide Courses will be placed under the responsibility of the Office of the Provost with courses delegated to the respective Schools according to their appropriateness and relevance. The Institute-Wide Course Committee will be reconstituted with the Provost as Interim-Chair from January 2005, Professor Gajendra Singh, Dr. Nicholas Dimmitt, Prof. S. Kumar, Dr. Joydeep Dutta, Dr. Bernadette P Resurreccion, and Dr. Herabat Panappa as members, and with Ms. Laarni B Roa and Ms. Nadeera Rangika providing secretarial support.

3. It was decided that the current dismissal conditions for doctoral students together with the requirement for the master's degree to be completed within four years of first registration shall be retained.
4. The suggestion made by the Academic Senate to invite the concerned Chairs (Academic Senate, ADRC and DPRC) to PEC meetings to provide clarifications and explanations regarding Academic Senate recommendations was noted.
5. The matters for information namely, the need to be more precise in the wording of the revised doctoral degree coursework requirement and replacement of Professor F. Joel Broustail in the ADRC were noted.

#### **16. Report on Survey of Classrooms**

The Physical Plant and Purchasing Office will be asked to prepare a budget estimate with a prioritization of the recommendations made by the Task Force on the "*Survey of Classrooms*" for upgrading of the classrooms, chaired by Professor D. T. Bergado.

#### **17. TC-Building Upper Storey Corridors and Lounge Area**

It was agreed that a nominal flat rate of Baht 1,100 per month be charged for all the coffee lounges located in the academic buildings since they serve as an important venue for informal interactions among the faculty, staff and students. Utilities would be charged separately. Cooking will not be permitted since the buildings are not properly equipped for such purposes. However, selling of cooked food would still be permitted although the vendors would be required to pay the new rent approved by PEC.

#### **18. Partnership and Collaboration**

PEC endorsed the following draft agreements/MoU:

- Draft agreement for the establishment and operation of *Southeast Asian Center for Biological Resources Management*, a joint center of the University of Tokyo and AIT.
- Draft MoU between AIT and the Ochanomizu University (national women's university), Japan which would include faculty and student exchanges.

It was decided that all MoUs must from now onwards be initiated at PEC.

PEC endorsed in principle the following draft agreements for cooperation with AIT

- The World Bank Institute
- Thailand Institute of Scientific and Technological Research
- Institute of Agrophysics, Poland
- Tongji University, China
- The Academy of Bank, Vietnam
- Sripatum University, Thailand and
- with the Asia-Pacific Association of Agricultural Research Institution, FAO.

PEC took note of the Project Operation Plan-Phase 2 (2006-2010) of the *Center for Toxicology, Environmental Health and Management of Toxic Chemicals, Mahidol University* of which AIT is a partner.