

PRESIDENT'S EXECUTIVE COUNCIL

Summary Report

October 2004

(05, 12, 19 and 27 October 2004 Meetings)

1. Welcome

On behalf of PEC, the President welcomed Dr. Raman Manandhar, the Sponsored and Contracted Project Coordinator (SCPC) who is also currently overseeing the functions of HRO, GRO, Purchasing Office, Telecommunication Services Unit and Travel Office pending reorganization, as a regular member of PEC. The President expressed thanks and appreciation to Dr. Manandhar for having accepted the additional responsibilities and was commended for the important role he has been playing in the monitoring of sponsored and contracted projects.

2. Lightning Protection at AIT Campus

The professional advice from Dr Mithulananthan Nadarajah regarding the new technology in lightning protection was received with appreciation. The Institute will immediately proceed with the installation for the identified 16 buildings on campus which will take a week to install and costs about Baht-400,000.

3. Report of the Task Force on House Rent Restructuring

The Task Force Chair presented the salient points of the report of the Task Force on House Rent Restructuring and provided clarification on some of the issues raised by PEC members pertaining to the qualitative aspects in the survey that may need to be factored in such as age of the buildings, payment towards the replacement of the buildings etc. It was decided that ARCA would make available the report of the Task Force to the community following which a meeting between the community and members of the Task Force and administration will be convened to provide an opportunity for the members of the community to raise any questions that they might have.

4. Outsourcing Housing Services

PEC reviewed the draft Terms of Reference for the Service Management Contract. In addition to the Faculty and Staff Housing, the Student Accommodation shall also be included in the contract. The outsourcing which is being undertaken in response to the need for improving the services offered to the community will be effective from 1 January 2005. AIT shall maintain its obligations towards staff currently assigned to the outsourced units. In the interim period, the Associate Registrar for Community Affairs (ARCA) shall be in charge of the Faculty and Staff Housing (FSHO) and Student Accommodation Office (SAO) with immediate effect. It was agreed that ARCA, CFO and Dr. Raman Manandhar would further review the draft TOR taking into account the comments made by members at the meeting.

5. Bidding for the Construction of Two New Dormitory Buildings

The construction of the two new dormitory buildings will start in December 2004 and is expected to be ready for occupancy for the August 2005 intake.

6. Upgrading of Student Information System (SIS)

A Task Force comprising of the following will be formed to look into ways in which the Student Information System (SIS) could be further improved upon taking into account the user requirements.

Director, Admissions and Scholarships (*Chair*)

Chief Financial Officer

Associate Registrar for Student Affairs

Registry Officer

A Representative from ITServ

Mr Jean-Philippe Thouard, IT Coordinator, will be invited to join in the deliberations of the Task Force to review the SIS.

7. Cash Advance/Promissory Note

PEC endorsed the request from the Dean of AIT Extension that AIT Extension program officers be allowed to draw some cash advance against a duly-approved account in lieu of expected income. Income will be deposited upon arrival of training participants. If possible, direct payments should be made to operators and service providers.

8. ADB Payment Procedures

PEC reaffirmed that as an exception expenditures without the availability of funds in accounts are permitted such as in the case of the ADB funded training program to be conducted by the AIT Extension since ADB regulations only allows an advance of up to 70 percent only out-of-pocket expenses. The professional fees are not subject to advances.

9. Medical Doctor Position

It was agreed that the position for the *Medical Doctor* position should be announced more widely e.g. through the Bangkok Post for which female candidates should also be encouraged to apply.

10. Partnership and Collaboration

PEC endorsed the MOU between AIT and the University of Wollongong with a clause to be added to the effect that SERD would be the academic unit implementing the proposed activities.

PEC endorsed the extension of the MoU between AIT and the International Centre for Urban Safety Engineering, Institute of Industrial Science, and the University of Tokyo for the continued partnership through its joint academic center, the Regional Network for Urban Safety (RNUS), based at AIT. The current MoU ends on 29 October 2004 and will be extended for another 3 years.

PEC endorsed the draft agreement for educational and scientific cooperation between AIT (School of Civil Engineering) and the Department of Urban Management, Kyoto University, Japan.