SAMPOERNA UNIVERSITY
UNIVERSITY EXECUTIVE MEETING
MINUTES

NOTICE IS HEREBY GIVEN THAT the Sampoerna University on University Executive Meeting AY 2022-2023 was held virtually on **Thursday, November 23, 2023** (Jakarta Time) at SU and on MS Teams. The meeting has established the quorum as voting members attended it with the following details:

---

1) Attendance at Meeting *(add rows as necessary)*

Committee Members		
Marshall Schott	MS	*Present*
Wahdi Salasi April Yudhi*	WY	*Present*
Soepriyatna	SP	*Present*
Endriyani Widyastuti	EW	*Present*
Elan Merdy	EM	*Regret*
Lauren Clarke	LC	*Regret*
Pananda Pasaribu	PP	*Present*
Surya D. Liman	SDL	*Present*
Erik H. Krauss	EK	*Present*
Ade Iva Murty	AIM	*Present*
Christianus I.W.E. Budiartha	CIWEB	*Present*
Novi Kusumaningrum	NK	*Present*
Dorita Setiawan	DS	*Present*
Lorensia Soegiarto	LS	*Present*

Present, Absent, Proxy, Expert **Chair*

Guests		
Maryke Ayu Kinasih	MAK	Executive Secretary
Dian Mayasari	DM	Administrative Assistant

2) Agenda

AGENDA
University Executive Meeting
Thursday, November 23, 2023

No.	Particulars	Action	Presented by
1.	**Opening by the Chair of the University Executive**		
2.	**Convene Regular Meeting**		
2.1.	Calling the Meeting to Order	Noting	Chair
3.	Verification for Quorum		
3.1.	The Chair (directly or through a delegate) verifies a quorum	Approval	Chair
4.	**Consent Agenda**		
4.1	Minutes of Previous Meeting Approved as presented	Noting	Chair
5.	**Special Announcement & Reports**		
5.1.	**SC on Administrative Affairs**		
	5.1.1. HR Policy	Approval	EW
	5.1.2. SU Staff Council	Approval	EW
	5.1.3. Registration for NITK for SU Support Staffs	Approval	EW
5.2.	**SC on Student Affairs**		
	5.2.1 Task Force of Sexual Violence Handling & Prevention	Approval	EK
5.3.	**Appointment of Interim Rector of Sampoerna University**	**Approval**	**WSAY**
5.4.	**Appointment of Rector of Sampoerna University**	**Approval**	**MS**
6.	**Items for Consideration**		
7.	**New Business**		Chair
8.	**Adjourning the Meeting**		Chair

3) Discussion

<table>
<tr><th>Agenda</th><th>Discussion</th><th>Action</th><th>Vote</th><th>Vote Result</th></tr>
<tr><td>Verification for Quorum</td><td>The quorum is sufficient to start the meeting.</td><td></td><td></td><td></td></tr>
<tr><td>Consent Agenda</td><td>No corrections for the Minutes of UE meeting on November 9th, 2023, therefore the minutes is approved as presented.</td><td></td><td></td><td></td></tr>
<tr><td colspan="5">Special Announcement & Reports</td></tr>
<tr><td>HR Policy</td><td>[EW] The policy is developed based on the University’s needs and also refers to the current policy of HR Yayasan.
[EW] The updated section of this HR Policy is the Flexible Working Arrangement Policy. This section aims to establish and manage possible flexible work arrangements: (1) flexible work schedules, and (2) flexible work locations for full-time staff. The basic principles for this arrangement are:
The decision on flexible work arrangements may be suitable for certain employees but not universally applicable;
It is not a right of employment. It’s offered on an exception basis and no right of appeal for employee;
Employees with Performance Expectations:
Flexible work arrangements should maintain a performance level equal or superior to traditional onsite arrangements;
Deans and VRs have sole discretion to approve flexible work arrangements. Approval granted upon the recommendation of the Department Head.
[MS] All employees are expected to do 40hours of working every week. Flexibility doesn’t mean it changes every week. For example, you’re going to work from office from Tuesday – Saturday, instead of the traditional Monday –</td><td>Will issue Rector’s Decree.</td><td>Motion:
EW
Seconded:
SDL

Aye:
WSAY, SOE, LS, NK, PP, EK, CIWEB, AIM, DS

Nay:
-</td><td>In Favor – Aye (All member)
Oppose – No (none)

The ayes have it, and the motion is carried. We will have HR Policy.

[MSC]</td></tr>
</table>

Agenda	Discussion	Action	Vote	Vote Result
	Friday, because that's the best time if you're working at Library. • **[MS]** There's also been a concern about uneven office hours for faculty. That's why we developed this policy. However, if you're granted the ability to do this, you still have to get your work done and if get a good review on your performance review then you will be able to continue on flexible work schedule.			
SU Staff Council	• **[EW]** The Staff Council is established to mainly to provide recommendation to the president on two big areas, Staff Engagement and Staff Empowerment activities. The SUSC will not be the executor of activities, they will only give recommendation and the assigned unit or committees will execute the event. • **[MAK]** The SUSC provides ongoing education, professional development, teambuilding activities, and provide a forum for a greater communication between University employees and the broader University community. • **[MAK]** There are 2 membership of SUSC, the Officers (Chair, Vice Chair and Secretary) and SUSC members. The members are voted by the university community at large. We are planning to have the call for nominations for the member elections in 1st week of March and then election for Members nominations by 2nd week of March, Election for officers will be on 3rd week of Marcha and by 1st week of April, the SUSC will have its first SUSC General Meeting. This meeting they will discuss about the activities and budget for the upcoming academic year. • **[MAK]** SUSC does not represent individual employees in grievance, legal dispute and/or administrative or academic review. • **[MS]** We need to revise the number of the members from each division. We need at least 11 people at the SUSC, 4 from faculty/academic and 7 from divisions.	Need to issue Rector's Decree.	Motion: EW Seconded: SOE Aye: WSAY, SDL, LS, NK, PP, EK, CIWEB, AIM, DS Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have **SU Staff Council.** **[MSC]**

Agenda	Discussion	Action	Vote	Vote Result
Registration for NITK for SU Support Staffs	• **[EW]** To comply with the regulation of the Minister of Research, Technology and Higher Education Number 61 of 2016 concerning PDDIKTI, all higher education institutions in Indonesia report the staffs who are supporting the academic activities. This also the result of Monitoring and Evaluation of Sampoerna University by PDDIKTI in August, one of the recommendations from the MONEV was to register all Academic Support Staffs to DIKTI Portal and obtain the Identification Number for Academic Support Staffs or Nomor Induk Tenaga Kependidikan (NITK). • **[EW]** SU will register 21 staffs to DIKTI as the Academic Supporting Staffs to obtain the NITK. Currently we only register 21 staffs because we need to input based on the job database in DIKTI portal, which only have Lab Coordinator (Laboran), Librarian (Pustakawan), Computer Coordinator (Pranata Komputer), HR (Analis Kepegawaian), Administrative (Arsiparis). When DIKTI has more options for job database, SU will register another staffs.	Will issue Rector's Decree.	Motion: EW Seconded: SDL Aye: WSAY, EM, SOE, LS, NK, PP, EK, DS, CIWEB, AIM Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have **Registration for NITK for SU Support Staffs.** **[MSC]**
Task Force of Sexual Violence Handling & Prevention	• **[EK]** We have completed the process of establishing the Sexual Violence Handling & Prevention Task Force. It's been a long process and finally yesterday, the Standing Committee of Student Affairs did circular resolutions for the task force approval. Dean Ade Iva will explain further about this. • **[AIM]** We have selected 11 members, consist of 2 Lecturers, 3 Staffs, 6 Students. We also appointed 2 advisors, Ibu Wiwid and me. We have representatives from all faculty and student representatives. The Chair of this task force is Ibu Tri Wismiarsi from FOB. All of the task force members have been through the selection process.	Will issue Rector's Decree.	Motion: AIM Seconded: DS Aye: WSAY, PP, LS, NK, EW, EK, CIWEB, SOE, SDL Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have **Task Force of Sexual Violence Handling & Prevention.** **[MSC]**
Appointment of Interim Rector	• **[WSAY]** Our next agenda is part of our Governance Process. Based on the letter from University Council	Will issue Rector's Decree.	Motion: WSAY	In Favor – Aye (All member)

Agenda	Discussion	Action	Vote	Vote Result
	regarding the appointment of Dr. Soepriyatna as Interim Rector of Sampoerna University from November 25 – 28, 2023.		Seconded: EW Aye: WSAY, PP, LS, NK, EK, CIWEB, SOE, SDL Nay: -	Oppose – No (none) The ayes have it, and the motion is carried. We will have **Appointment of Dr. Soepriyatna as Interim Rector of SU.** **[MSC]**
Appointment of Rector of Sampoerna University	• **[MS]** Pak Yudhi will be reappointed as Rector after the Thanksgiving holiday. Maria will get the council to gather again and vote for Pak Yudhi, effective November 29th.	Will issue Rector's Decree.	Motion: MS Seconded: SOE Aye: WSAY, PP, LS, NK, EW, EK, SDL, AIM, CIWEB Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have **Appointment of Dr. Wahdi Yudhi as Rector of SU.** **[MSC]**
Budget Freeze	• **[MS]** An internal memo will go out tomorrow regarding a freeze on all international travel, all not essential domestic travel and hiring for new position. If we do this, we still have an opportunity to close the fiscal year in better shape than last fiscal year. We have to maintain our financial trajectory even if it's marginal improvement.			
Items for Consideration				
New Business				
Adjourning the Meeting				
The Meeting is adjourned at 10.19 am.				

*** Results of votes taken (i.e. MSC= moved, seconded carried or MSF=moved, seconded, failed or MST=moved, seconded, tabled)***

1) Minutes Prepared by:

MAK

2) Approval of Minutes for November 9^{th}, 2023

Minutes were approved as presented.

3) Next Meeting Date

-