SAMPOERNA UNIVERSITY
UNIVERSITY EXECUTIVE MEETING
MINUTES

NOTICE IS HEREBY GIVEN THAT the Sampoerna University on University Executive Meeting AY 2024-2025 was held virtually on **Thursday, June 12th, 2025** (Jakarta Time) at SU and on MS Teams. The meeting has established the quorum as voting members attended it with the following details:

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

Committee Members		
Marshall Schott	MS	*Present*
Wahdi Salasi April Yudhi*	WY	*Present*
Surya D. Liman	SDL	*Present*
Endriyani Widyastuti	EW	*Present*
Elan Merdy	EM	*Regret*
Lauren Clarke	LC	*Present*
Soepriyatna	SOE	*Present*
Antonius Siahaan	AS	*Present*
Farid Triawan	FT	*Present*
Erik H. Krauss	EK	*Present*
Ade Iva Murty	AIM	*Present*
Christianus I.W.E. Budiartha	CIWEB	*Present*
Novi Kusumaningrum	NK	*Present*
Lorensia Soegiarto	LS	*Present*
Guruh Tri Nugroho	GTN	*Present*

Present, Absent, Proxy, Expert **Chair*

Guests		
Fitria Irsbawati	FI	HR Manager
Maryke Ayu Kinasih	MAK	Executive Secretary
Dian Mayasari	DM	Administrative Assistant

2) Agenda

AGENDA

University Executive Meeting

Thursday, June 12th, 2025

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 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	**Standing Committee of Administrative Affairs**		
	5.1.1. Auxiliary Project Incentive Scheme	Approval	EW
6.	**Items for Consideration**		
6.1	APT Accreditation	Noting	SDL, SOE
6.2	Honors Program	Noting	SDL
6.3	Hybrid Classes	Noting	SDL
7.	**New Business**		**Chair**
7.1	BC Event	Noting	CIWEB
7.2	Change in Organization Structure	Noting	SDL
8.	**Adjourning the Meeting**		**Chair**

3) Discussion

Agenda	Discussion	Vote	Vote Result	Action
Verification for Quorum	• The quorum is sufficient to start the meeting.			
Consent Agenda	• Minutes of UE meeting on May 22nd, 2025 is approved. • The meeting is led by Dr. Surya Liman			
Special Announcement & Reports				
Auxiliary Project Incentive Scheme **(Approval)**	• **[EW]** We are seeking UE's approval for the Auxiliary Project Incentive Scheme Policy. This policy is to complete the Auxiliary Revenue Policy. This policy regulates the incentive scheme proposed by HR for the Auxiliary Project. • **[FI]** In this policy, HR proposed Referral Fee of 2%, regulation of project assignment and workload verification. All employees involved in the project will need to fill out the time sheet form. The ideal margin for auxiliary projects is 30-40% from the project fund. The remaining fund will be divided again 40% for manpower (maximum is IDR 120.000.000) and 60% for project operational costs. Table for incentive scheme can be seen in the attachment. • **[FT]** In the introduction section we mentioned how GenAI rapidly develops and its impact on higher education. Next section is about interpreting and ethical consideration of GenAI which is divided into Practical Explanation for Academia with sample of application of several GenAI technology with its generated content, functionality and potential academic applications. This section also elaborates about Ethical Considerations with key ethical use case of GenAI (case, conditions and			Adjust and update the Auxiliary Project Incentive Scheme with suggestions based on this meeting.

Agenda	Discussion	Vote	Vote Result	Action
	limitations). The 3rd section explains the Practical Applications of GenAI by each Faculty in SU. The 4th section explains about Enhancing Library Activities with GenAI. • **[SDL]** I don't think we need to put the cap for manpower 40% and operational 60% because some projects will require more manpower. • **[FT]** Normally, in the engineering field, the referral fee is around 5% and the profit of 30-40% is too high. In Engineering, we can give margin around 20%. Does it mean we will not take on a project with less profit? One more concern, regarding efficiency, I think any money saved from the operational fund should go to the Faculty/Unit. • **[SDL]** We will table this for now and HR will update the scheme. • **[EW]** We will working on updating the policy.			
Items for Consideration				
APT Accreditation **(Noting)**	• **[SDL]** We need to prepare for the upcoming APT accreditation because we did not fulfill all the indicator requirements. • **[SOE]** We have 3 indicators that are not completed such as sufficient number of home-based lecturers, percentage of JJA and graduate on-time. Our current plan is to do coaching clinics with LLDIKTI and provide a comprehensive explanation and required documents to complete the indicator requirements. However, we need to mitigate if the coaching clinic is not successful and we still required for reaccreditation and submit the Borang in August. We need to start now and decide on the			

Agenda	Discussion	Vote	Vote Result	Action
	working team to develop Borang APT, compile all required documentation, etc. • **[SOE]** I will prepare the committee for Borang APT.			
Honors Program **(Noting)**	• **[SOE]** We are implementing the Honors Program (where high school students grade 11 and 12 can take our courses). This fall we have 4 courses that we offer for Honors program and right now, we have 2 honor program students in Intro to Business and 2 honor program students in Psychology. The courses will be held on Saturday.			
Hybrid Classes **(Noting)**	• **[SDL]** We have been talking about getting our classes to be done online. We propose the following classes be done in hybrid mode: *1. Bahasa Indonesia* *2. Intro to Environmental Science* *3. Pancasila* *4. Calculus for Business* *5. Statistics*			
New Business				
BC Event **(Noting)**	• **[CIWEB]** We will be hosting BC event in collaboration with ARU next week and the main event will be on Wednesday, 18 June at Citiloog hotel.			
Change of Organization Structure **(Noting)**	• **[SDL]** Below are several changes in SU OrgChart: 1. Ibu Lorensia Soegiarto, Vice Rector of Enrollment Service, has decided to resign and her last day will be June 20th. Moving forward there will be no more position as Vice Rector of Enrollment Services and			

Agenda	Discussion	Vote	Vote Result	Action
	Dalviny, Recruitment Manager will report directly to The President. 2. Dr. Lauren Clarke, Vice Rector of International Relations, is no longer working at Sampoerna University.			
Adjourning the Meeting				
The Meeting is adjourned at 10.18 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 June 12th, 2025

Minutes were approved as presented.

3) Next Meeting Date

June 26th 2025