

SAMPOERNA UNIVERSITY

UNIVERSITY EXECUTIVE MEETING

MINUTES

NOTICE IS HEREBY GIVEN THAT the Sampoerna University on University Executive Meeting AY 2025-2026 was held virtually on **Thursday, July 10th, 2025** (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	<i>Regret</i>
Wahdi Salasi April Yudhi*	WY	<i>Present</i>
Surya D. Liman	SDL	<i>Present</i>
Endriyani Widyastuti	EW	<i>Regret</i>
Elan Merdy	EM	<i>Present</i>
Soepriyatna	SOE	<i>Present</i>
Antonius Siahaan	AS	<i>Present</i>
Farid Triawan	FT	<i>Present</i>
Erik H. Krauss	EK	<i>Present</i>
Ade Iva Murty	AIM	<i>Present</i>
Christianus I.W.E. Budiarta	CIWEB	<i>Present</i>
Novi Kusumaningrum	NK	<i>Present</i>
Guruh Tri Nugroho	GTN	<i>Present</i>

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, July 10th, 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 Academic Affairs		
	5.1.1. Policy on Generative AI	Approval	FT
6.	Items for Consideration		
6.1	Results of Faculty and Staff Satisfaction Survey 2024-2025	Noting	SOE
6.2	Organizational Structure of Auxiliary Revenue Unit	Approval	FI
7.	New Business		Chair
7.1	SU Master Development Plan 2015-2030	Noting	SOE
7.2	FOB Partnership with TYMBA	Approval	AS
7.3	President's Note	Noting	MS
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 June 26th, 2025 is approved.			
Special Announcement & Reports				
Policy on Generative AI (Approval)	[FT] The purpose of this policy is to guide the responsible use of GenAI technologies in academic and administrative activities. It promotes innovation and excellence while upholding academic integrity, critical thinking, data privacy, and inclusivity. [FT] The policy promotes the responsible use of GenAI with a focus on supporting human learning, safeguarding academic integrity, maintaining transparency, and mitigating ethical risks. Users are encouraged to use GenAI as a supplementary tool, properly attribute AI assistance, and be aware of its limitations such as bias and lack of source traceability. It emphasizes protecting data privacy by avoiding upload of sensitive information and complying with data governance. Enforcement includes penalties for violations, ranging from resubmission to referral for academic misconduct.	Motion: WSAY Second: SDL Aye: SOE, EK, AS, SDL, CIWEB, NK, GTN, ES. Nay: -	In Favor – Aye (All member) Oppose – No (none) The ayes have it, and the motion is carried. We will have Policy on Generative AI. [MSC]	
Results of Faculty and Staff Satisfaction Survey 2024-2025 (Noting)	[SOE] This survey was conducted to assess the satisfaction levels of faculty and staff members at Sampoerna University for Academic Year 2024/2025. The goal is to identify strengths and areas for improvement aligned with internal goals and multiple accreditation frameworks (NECHE, BAN-PT, LAMEMBA, LAMTEKNIK, LAMDIK).			

Agenda	Discussion	Vote	Vote Result	Action
	• [SOE] The study was using a quantitative analysis method to gather insights from a total of 75 respondents, comprising both academic and non-academic staff. Data collection was conducted through an electronic survey that included a combination of multiple-choice and open-ended questions. The survey was conducted from May 15-30, 2025. • [SOE] This infographic shows staff demographics and participation rates. Full-time faculty make up 42.7%, part-time faculty 6.7%, full-time non-faculty 33.3%, and part-time non-faculty 17.3%. The highest participation is among full-time faculty at 80%, with lower rates in other groups. Overall, staff are 51% female and 49% male. • [SOE] Some of the high rated items are Mission understanding and strategic alignment (Q3–Q4) were the top performers, both exceeding 85% satisfaction and 4.25 mean score. Teaching support (Q32–Q36), especially LMS and innovation support, received uniformly high scores from faculty respondents. Organizational culture (Q10) and continuous improvement efforts (Q25) were seen as clear strengths across units. Department-level leadership (Q7) was also viewed positively, contrasting with lower ratings of central leadership communication. • [SOE] Lower-rated areas include professional development (Q16) and performance appraisal (Q17), especially among non-academic staff. Work-life balance (Q14) and compensation fairness (Q22) also indicate dissatisfaction with policies impacting well-being. Governance items (Q6, Q8) reveal communication gaps and limited participatory leadership. Additionally, the			

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	low recommendation score (Q28) highlights an urgent need to rebuild morale and trust. • [SOE] The survey suggests that Sampoerna University should focus on improving governance and communication through greater transparency and staff involvement. Prioritizing people's development with clearer career paths, training, and better appraisals is also key. Maintaining strong teaching support and innovation will continue to drive academic excellence. Additionally, the university should use these insights to strengthen accreditation efforts and demonstrate institutional strengths in teaching quality and continuous improvement. • [EK] Score 4.2 is a threshold of good satisfaction, but from the presentation only 2 questions with that score above 4.2. Meanwhile in the lower rated items, we need to identify where the problem is occurring. What is SU leadership that's not transparent? The low numbers are all related to one another. ➔ [SOE] This is a good idea, we need to identify and ask participants to explain their dissatisfaction. ➔ [SDL] We can have an open forum in a mailbox where we can blast any decision we will take and they can provide inputs. Therefore we are transparent and invite employee to be part of the decision making.			
Items for Consideration				
Organizational Structure of Auxiliary Revenue Unit (Approval)	• [EM] An auxiliary unit is to add extra revenue for SU. This new unit will not be able to fulfill its purpose if we do not have support from academic and non-academic units. We need to establish a new policy, SOPs to make sure a	Motion: WSAY Second: SDL	In Favor – Aye (All member) Oppose – No (none)	

Agenda	Discussion	Vote	Vote Result	Action
	fair and open treatment to everyone related. We will also create a new standardized system of incentive. We want everyone to support this unit and to have a transparent and accountable workload. • [FI] The Auxiliary Revenue Unit will be under Pak Elan as Vice Rector of Government and Corporate Relations. The Auxiliary unit will be led by Ibu Juliana. We also have Auxiliary Specialist to support B2C and B2B. Ibu Juliana will also coordinate with HR Manager, Finance Manager and VRAA.	Aye: SOE, EM, EW, SDL, CIWEB, NK, GTN Nay: -	The ayes have it, and the motion is carried. We will have Organizational Structure of Auxiliary Revenue Unit. [MSC]	
New Business				
SU Master Development Plan 2015-2030 (Noting)	• [SOE] SU Master Development Plan is always required in all accreditation processes. The Master plan they requested normally around 15-20 years plan. The Master Development Plan is divided into 3 phases: Establishment, Development and Expansion Phase. Our old document is still stated USBI, so I will change it to SU. Using previous strategic plan and new strategic plan to create SU Master Development Plan. Once the document is ready, we will need Rector's Decree to date back to 2015.			
FOB Partnership with TYMBA (Approval)	• [AS] FOB will sign MOU with TYMBA, learning partner to equip students for ACCA exam. The partnership aims to position Sampoerna University as a leading center for accounting and finance in Indonesia, preparing students for global certifications like ACCA and ICAEW. It seeks to establish SU as an independent learning partner for these certifications, strengthening its reputation as a			Partnership proposal approved.

Agenda	Discussion	Vote	Vote Result	Action
	center of excellence in professional accounting education. • [SDL] Since Accounting is a single degree, we are partnering with ACCA and University of London to give certification to our students. TYMBA will help SU to partner with ACCA and University of London.			
President Note	• The Auxiliary Revenue Unit should not distract from the core mission of educating young people, which aligns with DIKT and NECHE goals. The focus should remain on supporting student success, with only a small group contributing to auxiliary revenue. The university community is encouraged to engage in activities that make a meaningful impact, whether through teaching, supporting students, reaching prospective students, or collaborating with external partners in revenue projects. Everyone is urged to contribute their part without losing sight of the mission. • In regards with organization changes, leadership transitions are a normal part of any institution's lifecycle –particularly in times of changes and growth.			
Adjourning the Meeting				
The Meeting is adjourned at 10:13 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 26th, 2025

Minutes were approved as presented.

3) Next Meeting Date

August 4th, 2025