

**SAMPOERNA UNIVERSITY**  
**STANDING COMMITTEE ON ADMINISTRATIVE AFFAIRS**  
**MINUTES**

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NOTICE IS HEREBY GIVEN THAT the Sampoerna University Standing Committee on Administrative Affairs **Meeting 005.AY2021-2022** was virtually held on 25 February 2022, Friday, 13:30. The meeting has established the quorum as voting members attended it with the following details:

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**1. Attendance at Meeting**

Committee Members	
Endriyani Widiastuti ( <b>EW</b> ) - Chair	Present
Elan Merdy ( <b>EM</b> )	Present
Dr. Farid Triawan ( <b>FT</b> )	Present
Grhadini Lukitasari Tasya ( <b>GLT</b> )	Present
Andrey Hasiholan Pulungan ( <b>AHP</b> )	Present
Eko Sulistyo ( <b>ES</b> )	Present
Desyarti Safarini ( <b>DS</b> )	Absent
Rahajeng Tyas Astari ( <b>RTS</b> )	Present
Triana Sulaiman ( <b>TS</b> ) – Secretary	Present
<i>Present, Absent, Proxy, Expert</i>	
Guests	
Guruh Tri Nugroho ( <b>GTN</b> )	Additional Member of Ad hoc Team for Facility

**2. Discussion**

Agenda		Discussion	Action	Vote
2.1	Updates for Working Groups	Campus Community has been completed and sent to 3 <sup>rd</sup> third party to proofread	Some policies will be communicated to Academic Standing Committee: 1. Record of Retention and Disposition Policy 2. Conflict of Interests and Conflict of Commitment Policy	NA
2.2	SU Framework Tracking	Policies Updates	Follow up 8 drafts of Policies in Attachment 2.	NA
2.3	Updates from GTN on Approved Policies	SC needs to improve number of policies approved.		

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

**3. Minutes Prepared By:**

Triana

**4. Approval of Minutes for February 2022**

Minutes were approved as amended.

**5. Next Meeting Date**

08 April 2022

## 6. Attachments

6.1. Meeting Attendance

6.2. SC Policies Update

## ATTACHMENTS 6.1

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### Meeting Attendance – 25 February 2022

No.	Name	Sign	
1.	Endriyani Widiastuti	Absent	
2.	Elan Merdy		Absent
3	Andrey Hasiholan Pulungan	Present	
4.	Desyarti Safarini		Present
5.	Dairion	Absent	
6.	Eko Sulisty		Present
7.	Farid Triawan	Present	
8.	Grhadini Lukitasari Tasya		Present
9.	Guruh Tri Nugroho	Present	
10.	Rahajeng Tyas Astari		Present
11.	Triana	Present	

## ATTACHMENTS 6.2

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### SC of Administrative Affairs.

#### Policies:

1. Finance: Pak Andrey/Bu Ajeng & Teams
  - a. Tuition and Fee Policy – draft available
2. Facility: Bu Desy and team
  - a. Emergency Closing – draft available
  - b. Non- Discrimination – draft available (revisited & need to be included in Campus Community Handbook) → Triana & EW
3. HR: Pak Farid and team
  - a. Visitor in the workplace – draft available
  - b. 'Moonlighting' Policy → revisit the draft
  - c. Student work policy → update policy
  - d. Faculty Assignment Policy → final draft → revisit (EW)
4. IT: Pak Eko and team
  - a. Disaster and recovery plan