

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

NOTICE IS HEREBY GIVEN THAT the Sampoerna University Standing Committee on Administrative Affairs **Meeting 006.AY2021-2022** was virtually held on 08 April 2022, Friday, 13:30. The meeting has established the quorum as voting members attended it with the following details:

**1. Attendance at Meeting**

Committee Members	
Endriyani Widiastuti ( <b>EW</b> ) - Chair	Present
Elan Merdy ( <b>EM</b> )	Absent
Dr. Farid Triawan ( <b>FT</b> )	Present
Grhadini Lukitasari Tasya ( <b>GLT</b> )	Resigned
Andrey Hasiholan Pulungan ( <b>AHP</b> )	Present
Eko Sulisty (ES)	Present
Desyarti Safarini ( <b>DS</b> )	Absent
Rahajeng Tyas Astari ( <b>RTS</b> )	Present
Triana Sulaiman ( <b>TS</b> ) – Secretary	Present

*Present, Absent, Proxy, Expert*

Guests	
Guruh Tri Nugroho ( <b>GTN</b> )	Additional Member of Ad hoc Team for Facility
Gigih Seno Utomo	Additional Member on behalf of GLT

**2. Discussion**

Agenda		Discussion	Action	Vote
2.1	Updates for Working Groups	Campus Community has been approved.  Manuals Volume 2 and 5 shall be remodified by following the format of Campus Community.		NA
2.2	Updates from GTN on expected formats	SC needs to adjust the manuals for HR Matters.		NA

*\* 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 April 2022**

Minutes were approved as amended.

**5. Next Meeting Date**

27 May 2022

**6. Attachments**

6.1. Meeting Attendance

6.2. SC Policies Update

## ATTACHMENTS 6.1

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### Meeting Attendance – 8 April 2022

No.	Name	Sign	
1.	Endriyani Widiastuti	Present	
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		Absent
9.	Guruh Tri Nugroho	Present	
10.	Rahajeng Tyas Astari		Present
11.	Gigih Seno Utomo	Present	
12.	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