

SAMPOERNA UNIVERSITY
STANDING COMMITTEE ON ADMINISTRATIVE AFFAIRS
MINUTES

NOTICE IS HEREBY GIVEN THAT the Sampoerna University Standing Committee on Administrative Affairs **Meeting 007.AY2021-2022** was held on 27 May 2022, by Circular Reporting. The meeting has established the quorum as voting members attended it with the following details:

1. Attendance at Meeting

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

Present, Absent, Proxy, Expert

Guests	
Guruh Tri Nugroho (GTN)	Additional Member of Ad hoc Team for Facility
Dairion Tahar (DT)	On behalf of Bapak Elan Merdy
Gigih Seno Utomo	On behalf of Grhadini Lukitasari Tasya

2. Updates on Working Teams

	Agenda	Discussion	Action	Vote
2.1	HR Matters (<u>Employee and Benefits</u>)	Volume III HR (Employee & Benefit) has been being finalized.	This manual also includes the following policies: <ol style="list-style-type: none"> 1. Records, Retention, and Disposal 2. Governance Policy 3. Campus Community Policies (Bulks) <ul style="list-style-type: none"> - Bullying/Harassment - Non-Discrimination - Disabilities - Sexual Misconduct - Data Security and Integrity - Faculty/Staff Conflict of Interest 	
2.2	HR Matters (<u>Staff Manuals</u>)	Volume V HR Manuals in still in final draft.	This manual also includes the following policies: <ol style="list-style-type: none"> 1. Human Resources Policy 2. Recruitment Policy 3. Promotion, Demotion, and Mutation 4. Workplace Expectation 3. Campus Community Policies on <ul style="list-style-type: none"> - FERPA - Visitors in the Workplace - Emergency Closing 	

Agenda		Discussion	Action	Vote
2.3	IT Sections (<u>Campus Community</u>)	The campus Community Policy manual has been approved.	The following IT section(s) are included in the manual: 2.6 Technology Use, Technology Replacement, Data Security, and Integrity	
2.4	Facilities Sections (<u>Campus Community</u>)	The campus Community Policy manual has been approved.	The following Facilities section(s) are included in the manual: 2.3 Policy on Disabilities 2.4 Safety, Health, and Environment 2.5 Emergency Closing 2.8 Library 2.9 Use of Campus Facilities for Events And Activities 2.15 Asset Management & Maintenance Policy	
2.5	Finance Sections (<u>Campus Community</u>)	The campus Community Policy manual has been approved.	The following Finance section(s) are included in the manual: 2.12 Travel Policies 2.13 Meals and Entertainment Policy 2.14 Purchasing Policy 2.16 Payment Policy 2.20 Students' Activity Fund Sponsorship Policy	
2.6	Campus Community (<u>Other sections</u>)	The campus Community Policy manual has been approved.	The following other section(s) are included in the manual: 2.1 Non-Discrimination, Harassment and Sexual Misconduct Policy 2.2 Privacy Policy 2.7 Identification Cards 2.10 Intellectual Property Policy 2.11 Responsible Conduct of Research 2.17 Ethics and Integrity Policy 2.18 Record Retention and Disposition Policy 2.19 Conflict of Interest and Conflict of Commitment Policy	

* 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 May 2021

Minutes were approved as amended.

5. Next Meeting Date

24 June 2022

6. Attachments

6.1. Meeting Attendance

ATTACHMENTS 6.1

Meeting Attendance – 27 May 2022

No.	Name	Sign	
1.	Endriyani Widiastuti	Present	
2.	Elan Merdy		Present
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.	Gigih Seno Utomo	Present	
12.	Triana		Present