

SAMPOERNA UNIVERSITY
STANDING COMMITTEE ON ADMINISTRATIVE AFFAIRS
MINUTES

NOTICE IS HEREBY GIVEN THAT the Sampoerna University Standing Committee on Administrative Affairs **Meeting 002.AY2022-2023** was held on 20 October 2022. 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
Deshinta P.A.D.A (DP) – Secretary	Present
Elan Merdy (EM)	Present
Dr. Farid Triawan (FT)	Present
Esa Wibawa (ES)	Present
Tri Wismiarti (TW)	Present
Eko Sulistyo (ES)	Present
Alfi Syukrina Amir (ASA)	Present
Rahajeng Tyas Astari (RTS)	Present
Guruh Tri Nugroho (GT)	Absent (sick)
<i>Present, Absent, Proxy, Expert</i>	
Guests	
Dairion Tahar (DT)	On behalf of Bapak Elan Merdy

2. Discussion: Task Force Updates

	Agenda	Discussion	Action	Vote
2.1	SU Faculty Appointment Policy: EW, ASA, DP, D, FT	The document is 90% ready.	- Finalizing the document with the task force team member before December	
2.2	Vol. 3 Employee Benefit: EW, GT, DT, Gigih,	Draft of the document is already prepared by the team. The draft is showed through the discussion and EW suggest to add one sub-topic about students employee . Other than that, in finalizing the document, Task force should held hearing from academic team (lecturer) such as: DP, FT, and TW. The policy should also regulate who have	- Conduct the Hearing Session by inviting lecturers; DP, FT, and TW - Add one section about the Students Employee - Add description about who can access the Personnel Files. - Timeline Target: Finishing by December 2022 and January 2023 Proposed to University Executive.	

Agenda		Discussion	Action	Vote
		access to the personnel files.		
2.3	Policy on Faculty Ranks and Promotion	<p>The general concept of this policy is being agreed. The reference of the theories will refer to other university such as BINUS.</p> <p>The policy is targeted to have more measurable indicators, so that the regulation become clearer such as the requirement to become HoD. Other than that, the carrier pathway of the lecturer is also defined comply with DIKTI, PSF, and SU regulation. The clause of the contract termination is also defined clearly to maintain the lecturer's convenience.</p> <p>As of now, the regulation of lecturer leave will still follow the regulation from PSF.</p>	<ul style="list-style-type: none"> - Held meeting with all members of task force and then create the documents draft. - Write out the regulations regarding with the lecturers as the discussion mentioned. 	
2.4	Faculty Policy by: GT , EW, D	The policy is already proposed and get approval from the UE.	<ul style="list-style-type: none"> - Handing the document to Pak Guruh to be socialized. 	
2.5	Project Assignment Policy: TW, FT, RTS (and Genesius), EW	Research about the similar policy is now conducted and data regarding with the reference is being collected. The policy will be distinguished based on the funding or donor.	<ul style="list-style-type: none"> - Start to meeting with the team - Timeline: Target finishing by January 2023 	
2.6	Additional Policy: Strategic Plan	EW, RTS, ES have to discuss to prepare the document needed. DP also requested to join to prepare the Pillar 4.C.	<ul style="list-style-type: none"> - Meeting EW, RTS, ES, and DP will be held within next week - The due of document is 19 October 2022 	

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

3. Minutes Prepared By:

Deshinta P.A.D.A

4. Approval of Minutes for October 2022

Minutes were approved as amended.

5. Next Meeting Date

22 November 2022

6. Attachments

6.1. Meeting Attendance

ATTACHMENTS 6.1

Meeting Attendance – 20 October 2022

No.	Name	Sign	
1.	Endriyani Widiastuti (EW) - Chair	Present	
2.	Deshinta P.A.D.A (DP) – Secretary		Present
3	Elan Merdy (EM)	Present	
4.	Dr. Farid Triawan (FT)		Present
5.	Esa Wibawa (ES)	Absent	
6.	Tri Wismiarti (TW)		Present
7.	Eko Sulistyo (ES)	Present	
8.	Alfi Syukrina Amir (ASA)		Present
9.	Rahajeng Tyas Astari (RTS)	Present	
10.	Guruh Tri Nugroho (GT)		Absent (Sick)