

**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 15 December 2022. 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
Deshinta P.A.D.A ( <b>DP</b> ) – Secretary	Present
Elan Merdy ( <b>EM</b> )	Present
Dr. Farid Triawan ( <b>FT</b> )	Present
Esa Wibawa ( <b>EsW</b> )	Present
Tri Wismiarti ( <b>TW</b> )	Present
Eko Sulistyo ( <b>ES</b> )	Present
Alfi Syukrina Amir ( <b>ASA</b> )	Present
Rahajeng Tyas Astari ( <b>RTS</b> )	Present
Guruh Tri Nugroho ( <b>GT</b> )	Present
<i>Present, Absent, Proxy, Expert</i>	
Guests	
Dairion Tahar ( <b>DT</b> )	On behalf of Bapak Elan Merdy

**2. Discussion: Task Force Updates**

	Agenda	Discussion	Action	Vote
2.1	Faculty Policy by: <b>GT</b> , <b>EW</b> , <b>D</b>	Policy is already approve from UE Meeting per November 2022.	<ul style="list-style-type: none"><li>- Next step is to socialize it for all lecturers and adjust the lecturer's handbook with the updated policies especially lecturer's status</li></ul>	
2.2	SU Faculty Appointment Policy: <b>EW</b> , <b>ASA</b> , <b>DP</b> , <b>DT</b> , <b>FT</b>	The document is 90% ready.	<ul style="list-style-type: none"><li>- Finalizing the document with the task force team member by December</li></ul>	
2.3	Vol. 3 Employee Benefit: <b>EsW</b> , <b>GT</b> , <b>DT</b> , <b>Gigih</b> ,	The draft document is ready and already revised according with the input from the previous MoM (Oct 2022)	<ul style="list-style-type: none"><li>- Document need to be finalized by 19 December 2022</li><li>- After that, circulated the policies to SC Adm member to get input from lecturers and also from Ibu Alfi for part 3.3</li><li>- Policies is scheduled to be proposed to UE Meeting by mid January 2023</li><li>- EsW need to create the summary of the policy</li></ul>	

	Agenda	Discussion	Action (what's new, what's adjusted, etc)	Vote
2.4	Policy on Faculty Ranks and Promotion: FT, EW, ASA	<p>Task force is still in the process of research and synthesis from several resources. Some notes need to be concerned such as:</p> <ol style="list-style-type: none"> <li>1. The carrier path of lecturer need to be defined clearly (academic path and structural path)</li> <li>2. The requirements of lecturer to becoming the HoD and Dean need to be defined</li> <li>3. SU will defined the carrier path uniquely adjusting to the SU lecturer conditions. DIKTI Carrier Path will become one of the references.</li> <li>4. Carrier Path of Faculty support (tenaga pendidik) need to be classified by HR comply to the PSF policy → need to be prepared by HR</li> </ol>	- The draft will be prepared most probably by January 2023	
2.5	Project Assignment Policy: TW, FT, RTS (and Genesius), EW	Data is prepared until January 2023. Some interview and discussion is held to gain the data about the flow of assignment policy .	- Additional interview with Pak Farid, Pak Djati will be conducted within a week, and after that TW will held meeting with task force team.	
2.6	Additional Updates:	<ul style="list-style-type: none"> <li>• Policy about the Emergency Situation is prepared including: 1) Earthquake, 2) Fire, 3) Flood, 4) Riot, and also the working instructions and warden team.</li> <li>• Additional Policies that need to be completed before May 2022 are: <ul style="list-style-type: none"> <li>- Budget</li> <li>- Grant</li> <li>- Investment</li> </ul> The task force would be led by Bu Ajeng and she will propose for the team.</li> </ul>		

\* 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 December 2022

Minutes were approved as amended.

## 5. Next Meeting Date

17 January 2023

- Started with the socialization of government policy decision making by GT

## 6. Attachments

6.1. Meeting Attendance

## ATTACHMENTS 6.1

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### Meeting Attendance – 15 December 2022

No.	Name	Sign	
1.	Endriyani Widiastuti ( <b>EW</b> ) - Chair	Present	
2.	Deshinta P.A.D.A ( <b>DP</b> ) – Secretary		Present
3	Elan Merdy (EM)	Present	
4.	Dr. Farid Triawan (FT)		Present
5.	Esa Wibawa (EsW)	Present	
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)		Present

SC Administrative Meeting

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implementation and improvement of  
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community service; opening and closing  
study programs; granting or revoking  
academic degrees and awards; granting  
professorship titles and other academic  
promotions; imposing sanctions for any  
violation of academic norms, ethics, and  
regulations by Civitas Academica).

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Guruh Tri Nugroho

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12/15/2022