

**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 17 January 2023. 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	SU Faculty Appointment Policy: <b>EW</b> , <b>ASA</b> , <b>DP</b> , <b>DT</b> , <b>FT</b>	The document is 90% ready. The policy is possible to be inserted in the existing HR Policy. Therefore, it will be added as an Addendum of the Faculty HR Policy.	On Friday, 20 January 2022, <b>EW</b> , <b>FT</b> , and <b>EsW</b> will have a meeting to discuss about the possibility in inserting the policy to the existing policy.	
2.2	Vol. 3 Employee Benefit: <b>EsW</b> , <b>GT</b> , <b>DT</b> , <b>Gigih</b> ,	The draft policy is already blasted to all SC Members and there is no comments. <b>EsW</b> explained the detail about 11 new points added to the policy. The term “Internship Students” is changed into “Employee Students” as it is more suitable with the practice in the SU.	The draft is already agreed with all SC Member and is ready to be proposed to the coming UE Meeting.	10 out of 10
2.3	Policy on Faculty Ranks and Promotion: <b>FT</b> , <b>EW</b> , <b>ASA</b>	Task force is still in the process of research and synthesis from several resources.	The draft will be prepared after finishing the SU Appointment Policy.	
2.4	Project Assignment Policy: <b>TW</b> , <b>FT</b> ,	Task force is still in the process of gaining the data for preparing the draft.	The additional interview will be conducted to complete the data before preparing the draft policy.	

Agenda		Discussion	Action	Vote
	RTS (and Genesius), EW			
2.5	Additional Updates:	<p>There are several policies prepare by VRARO unit:</p> <ul style="list-style-type: none"> <li>- Fiscal Budget Policy is prepared and will be added grant, research, and other TriDharma needs (Task Force: Bu Ajeng)</li> <li>- SOP for Disaster Management is prepared for: 1) Earthquake, and 2) Fire. The SOP will also comply with the L'Avenue Building</li> <li>- Warden Team Chart is prepared and ready to be proposed to UE</li> </ul>	Propose the Warden Team Chart to the coming UE Meeting	10 out of 10

*\* 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 January 2023

Minutes were approved as amended.

### 5. Next Meeting Date

February 2023

### 6. Attachments

6.1. Meeting Attendance

## ATTACHMENTS 6.1

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### Meeting Attendance – 17 January 2023

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