

SAMPOERNA UNIVERSITY
STANDING COMMITTEE ON ADMINISTRATIVE AFFAIRS
MINUTES

NOTICE IS HEREBY GIVEN THAT the Sampoerna University Standing Committee on Administrative Affairs **Meeting 005.AY2022-2023** was held on **7 June 2023**. 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 (EsW)	Present
Tri Wismiarti (TW)	Present
Eko Sulistyo (ES)	Present
Alfi Syukrina Amir (ASA)	Present
Rahajeng Tyas Astari (RTS)	Present
Guruh Tri Nugroho (GT)	Present

Present, Absent, Proxy, Expert

2. Discussion: Organization Chart AY 2023/2024

The new organization chart AY 2023/2024 is presented by HR, with some discussion and adjustments made.

Agenda		Discussion	Action	Vote
2.1	Organization Chart consistency	The definition, relationship, and function of "Dewan Universitas" in the SK OTK are inconsistent with the Statuta. There are currently three distinct Organization Charts available depending on certain demands. The Organization Chart discussion at this meeting is the Organization Chart for the Operational purpose.	Need to discuss the other version Organization Chart, and if possible, create one version which fulfill the needs of all activity.	10 out of 10
2.2	Rearrange the position of Library unit from VRSS to VRAA	The library unit position is moved from VRASS to VRAA. The arrangement was drawn up based on the following considerations: 1) The Sampoerna University Library aims to support teaching, learning, and research activities. The SU Library must collaborate closely with the Faculties, CETL, and CRCS. For instance, the Library should	Members of the SC approved the change. This arrangement has an impact of requiring the IT unit, finance unit, and HR unit to re-set the library unit account under VRAA.	9 out of 9

Agenda		Discussion	Action	Vote
		<p>develop collections that adequately meet the needs of teaching, learning, and research. The Library should also support course assignments by offering information literacy programs that align with NECHE requirements.</p> <p>2) For most institutions accredited by NECHE, the Head of the Library's reporting line is in one group with Deans. E.g., Ken State University, Framingham State University, MIT, Northeastern University, and the University of Vermont.</p>		
2.3	QAIR reporting line	The QA faculty shall report to the QA university and work with the dean of each faculty as accordance with the requirements of the national standard. As a result, the line of coordination between the QA faculty and the Dean is dotted and the line of coordination between the QA faculty and QAIR is solid.	Marked the change	
2.4	QAIR structure	Given the operational changes, it is necessary to define and make clear the internal structure of QAIR at the university level. Therefore, The QAIR university level organizational structure has been put on hold until it is first considered at the leadership level (President, Rector, VRAA, VRARO, QAIR team) lead by VRARO.	EW as VRARO will lead the discussion and later inform to all SC member through email.	
2.5	Kedoya Lab Status	A member raised the concern that it was urgent to add the Kedoya Lab Unit to the organizational chart; however, after considering this to be a project, it is not necessary to do so.	No change.	

* 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 June 2023

Minutes were approved as amended.

5. Next Meeting Date

Juli 2023

6. Attachments

6.1. Meeting Attendance

ATTACHMENTS 6.1

Meeting Attendance – 17 January 2023

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

SC Administration Meeting

30:44

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Endriyani Widy... AA Farid Triawan Guruh Tri N... ES RA TW EW

SAMPOERNA UNIVERSITY ORGANIZATION STRUCTURE

AY 2023/2024
Eff. July 2023

President of Sampoerna University

University Senate

Rector of Sampoerna University

Executive Assistant

Administrative Assistant

Vice Rector of Enrollment Services

Vice Rector of Academic Affairs

Vice Rector of Adm. Resource Management & Operation

Vice Rector of Student Success

Vice Rector of Government & Corporate Relations

Vice Rector of International Relations

Senior Student Recruitment & Partnership Manager

Student Recruitment Regional East Manager

CRM & Call Center Manager

Pre-Sales Manager

Testing Center Manager

Admission Manager

Dean of Faculty of Business

Dean of Faculty of Education (Acting)

Dean of Faculty of Engineering & Technology

Dean of Faculty of Arts & Sciences

Head of Academic Operation

Head of Center of Excellence in Teaching & Learning

Head of Center of Research & Community Services

Finance & Operation Manager

Human Resource Business Partner Manager

Information Technology Manager

Student & Alumni Affairs Manager

Student Success Manager

Library Manager

SPAC Manager

Government Relations Officer

Permanent/Contract

Part time/Internship/Freelance

Total HC

Total Reporting Line

Esa Wibawa

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31°C Kabut

10:26 AM 6/7/2023

SC Administration Meeting

01:07:49

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5

Participants

Invite someone or dial a number

Share invite

In this meeting (9)

Mute all

Guruh Tri Nugroho 1

AA Afi Syukrina Amir 2

RA Rahajeng Tyas Astari 3

Farid Triawan 4

Deshinta Puspa Ayu Dwi ... 5

EW Esa Wibawa 6

TW Tri Wismiarsi 7

ES Eko Sulistyio 8

Endriyani Widyastuti 9

Others invited (1)

Dairion No response

Esa Wibawa AA TW ES RA

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31°C CeraH

11:04 AM 6/7/2023

SC Administration Meeting

01:16:45

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Farid Triawan

Participants

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Share invite

In this meeting (9)

Mute all

EW Esa Wibawa 1

AA Alfi Syukrina Amir 2

RA Rahajeng Tyas Astari 3

Deshinta Puspa Ayu Dwi ... Organizer 4

Guruh Tri Nugroho 5

EW Esa Wibawa 6

TW Tri Wisniarsa 7

ES Eko Sulistyio 8

RA Rahajeng Tyas Astari 9

SC Administration Meeting

Reply

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11:12 AM 6/7/2023