

**SAMPOERNA UNIVERSITY**  
**STANDING COMMITTEE ON ADMINISTRATIVE AFFAIRS**  
**MINUTES**

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NOTICE IS HEREBY GIVEN THAT the Sampoerna University Standing Committee on Administrative Affairs **Meeting 001 AY 2023-2024** was held on **24 August 2023**. The meeting has established the quorum as voting members attended it with the following details:

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**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> )	Absent
Guruh Tri Nugroho ( <b>GT</b> )	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 Summary of Policies made by SC Administrative Affairs AY 2022/2023	<p>There are 3 policies and or documents that have been approved and circulated in the AY 2022/2023, as follows:</p> <ul style="list-style-type: none"><li>- Volume 3 Employee Benefit</li><li>- Faculty Policy</li><li>- Organization Chart AY 2023/2024</li></ul> <p>There are three remaining policies that still in the progress, as follows:</p> <ul style="list-style-type: none"><li>- SU Faculty Appointment Policy (a)</li><li>- Policy on Faculty Rank and Promotion (b)</li><li>- Project Assignment Policy (c)</li></ul>	<p>The task force of each policy will continue to work on the three progressed policies in the AY 2023.2024. There is also urgency to create policy about the:</p> <ul style="list-style-type: none"><li>- Meals and Refreshment Policy (d)</li></ul> <p>Other than that, SC member proposed to discussed the following procedure:</p> <ul style="list-style-type: none"><li>- Governance Data Policy (Created by IRP and then will be discussed in the SC Meeting) (e )</li><li>- Library SOP (Review done by Library and then continued to be discussed in the SC Meeting)</li><li>- Procedure of Governance Policy/SOP/other (Proposal, Approval, and the detail especially the duration of the policy to be processed). This procedure is already addressed in the UE</li></ul>	

Agenda		Discussion	Action	Vote
			Meeting, 31 August 2023 and Rectorate Officer (Mbak Keke/Pak Guruh) will prepare the SOP	
2.2	SU Faculty Appointment Policy (a)	The policy is already 90% completed. Breakdown of the attachment about the benefit scheme is not yet approved by the leader in the university.		
2.3	Policy on Faculty Rank and Promotion Progress (b)	The collection of data and resources need supported to do the benchmarking documents from both domestic and abroad university. Task force team need additional member, and SC member agreed to invite Pak Chrisna to joining the Task Force member.	A meeting will be held in the early September do discuss the progress and next steps. Meeting will invite Pak Chrisna, Bu Wiwid, and Bu Deshinta.	
2.4	Project Assignment Policy Progress (c)	This policy is in the process of collecting data and resources. The discussion in the meeting leads to the following point of discussion: <ul style="list-style-type: none"> <li>- The grant which is regulated in this policy should be defined and classified well to distinguish the project/grant which might have overhead cost or not.</li> <li>- The naming of policy should be reviewed because it will no longer discuss the project only but also grant of research and community service coming from the government (DIKTI, BRIN, LPDP, etc).</li> <li>- Financial coverage of each classification of project/grant should be defined in the table.</li> </ul>	Task force will prepare the policy, and also ask CRCS as the resources for discussing the policy in the research and community services grant.	
2.5	Meals and Refreshments Policy (d)	This is a new policy proposed in AY 2023/2024 which is proposed based on the problem that arises in the food and beverage expenses AY 2022.2023. The expenses for food and beverage in the university reach 1,8 billion rupiah which can be determined as a big expense in the university. The Meals and Refreshment policy is an independent policy will regulate the standardize of	The categories for the meal plan are proposed and discussed. There are three categories: External, Event, and Internal Event.	

Agenda		Discussion	Action	Vote
		the quantity and package for the food expenses in the meeting and event in the university.		

*\* 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 August 2023

Minutes were approved as amended.

### 5. Next Meeting Date

21 September 2023

### 6. Attachments

6.1. Meeting Attendance

## ATTACHMENTS 6.1

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### Meeting Attendance – 24 August 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 Sulisty (ES)	Present
8.	Alfi Syukrina Amir (ASA)	Present
9.	Rahajeng Tyas Astari (RTS)	Absent
10.	Guruh Tri Nugroho (GT)	Present

## Task Force Policies SU 2022/2023

### Policies that have been approved and circulated

- VOL. 3 EMPLOYEE BENEFIT
  - Esa Wibawa
  - Guruh Tri Nugroho
  - Dairion Tahar
  - Gigih
- FACULTY POLICY
  - Guruh Tri
  - Endriyani W
  - Dairion
- Organization Chart AY 2023/2024



### Policies that is still in progress

- SU FACULTY APPOINTMENT POLICY
  - Progress: 90% final
  - Endriyanti Widiastuti
  - Alfi Syukrina
  - Deshinta Puspa
  - Dairion
  - Farid Triawan
- POLICY ON FACULTY RANKS AND PROMOTION
  - Progress: Research and Collecting Data
  - Farid
  - Esa Wibawa
  - Alfi Syukrina
- PROJECT ASSIGNMENT POLICY
  - Progress: Research and Collecting Data
  - Tri W
  - Farid Tri
  - Rahajeng Tyas S
  - Genesius
  - Endriyanti W

