

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

NOTICE IS HEREBY GIVEN THAT the Sampoerna University Standing Committee on Administrative Affairs **Meeting 002 AY 2023-2024** was held on **27 September 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> )	Absent
Dr. Farid Triawan ( <b>FT</b> )	Absent
Esa Wibawa ( <b>EsW</b> )	Present
Tri Wismiarti ( <b>TW</b> )	Absent
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

*Present, Absent, Proxy, Expert*

**2. Discussion: Data Governance Policy, Membership, and other policies updates**

The Data Governance Policy is proposed and prepared by IRP Unit, SC meeting discuss the policy and give recommendation about the policy

Agenda		Discussion	Action	Vote						
2.1	Data Governance Policy	<p>The Policy need to be revised based on the SC discussion by focusing on the following points:</p> <ul style="list-style-type: none"><li>• Data Trustee: Chief Information Officer need to be confirmed,</li><li>• SU Domain of Data Trustee need to be recheck for example the Applicant,</li><li>• Alignment with the previous policy: Data Security and Integrity developed by IT</li><li>• The similarity index is 74%, so the policy need to be paraphrase</li><li>• Use the policy template from Rectorate Office (Mbak Keke)</li></ul>	The policy needs to be revised before SC give recommendations through email circulation.	7 out 7						
2.2	SC Membership	There is a minor change for SC AY 2023-2024 members. Additional one member: Maryke Ayu Kinasih as the representative of the Rectorate Office. Deshinta P.A.D.A now represents the General Education Department in FAS, while previously she represented the Mathematics Education Department in FOE. Guruh Tri Nugroho also now represents the Library Unit while previously he represented the Rectorate Office.	<div>SC Membership AY 2023/2024</div> <table><tr><th>No</th><th>Name</th><th>Position</th></tr><tr><td>1</td><td>Endriyani Widyastuti (Chair)</td><td>VR for Administration, Resources Management, and Operation</td></tr></table>	No	Name	Position	1	Endriyani Widyastuti (Chair)	VR for Administration, Resources Management, and Operation	7 out 7
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2.3	Policy on Faculty Rank and Promotion Progress (b)	The design of grade alignment between SU grade with DIKTI grade (Jabatan Akademik) is seems to be cleared. There will be a new naming for the grade. Each grade will have 4/5 layers (a,b,c,d) with the specific requirement of each layers.	As the increment from each layer and grades effecting the salary and benefit, the next meeting of this Task Force will invite Ibu Kiki and Pak Pri as expertise.																																																																																							
2.4	Meals and Refreshments Policy (d)	<div>The purpose, scope, and definitions of this policy is well defined. The type and categories is also defined as follows</div> <div>This policy can be applied when the below conditions are met.</div> <table><thead><tr><th>Type</th><th>Categories</th><th>Duration</th><th>Package</th><th>Quantity</th><th>Price/Package (Tax Included)</th><th>Remarks</th><th>DOA</th></tr></thead><tbody><tr><td rowspan="6">External</td><td rowspan="3">Meeting</td><td>2 hours &lt; n &lt; 4 hours</td><td>Snack</td><td>1 Time</td><td>Rp30,000</td><td>Max employee: 2 pax</td><td>Head of/Dean, VIBARO</td></tr><tr><td>4 hours &lt; n &lt; 8 hours</td><td>Snack</td><td>1 Time</td><td>Rp30,000</td><td>Max employee: 2 pax</td><td></td></tr><tr><td></td><td>Meal</td><td>1 Time</td><td>Rp150,000</td><td>Director/Rector/Vice Rector - per Pax</td><td>Head of/Dean, VIBARO</td></tr><tr><td rowspan="3">Event</td><td>2 hours &lt; n &lt; 4 hours</td><td>Snack</td><td>1 Time</td><td>Rp30,000</td><td>Head of/Dean - per Pax</td><td></td></tr><tr><td>4 hours &lt; n &lt; 8 hours</td><td>Snack</td><td>1 Time</td><td>Rp30,000</td><td>Officer - per Pax</td><td></td></tr><tr><td>n &gt; 8 hours</td><td>Snack</td><td>2 Times</td><td>Rp30,000</td><td></td><td>Head of/Dean, VIBARO</td></tr><tr><td rowspan="6">Internal</td><td rowspan="3">Event</td><td>2 hours &lt; n &lt; 4 hours</td><td>Snack</td><td>1 Time</td><td>Rp30,000</td><td></td><td></td></tr><tr><td>4 hours &lt; n &lt; 8 hours</td><td>Snack</td><td>1 Time</td><td>Rp30,000</td><td></td><td>Head of/Dean, VIBARO</td></tr><tr><td></td><td>Meal</td><td>1 Time</td><td>Rp250,000</td><td></td><td></td></tr><tr><td rowspan="3">Event</td><td>2 hours &lt; n &lt; 4 hours</td><td>Snack</td><td>1 Time</td><td>Rp30,000</td><td></td><td></td></tr><tr><td>4 hours &lt; n &lt; 8 hours</td><td>Snack</td><td>1 Time</td><td>Rp30,000</td><td></td><td>Head of/Dean, VIBARO</td></tr><tr><td></td><td>Meal</td><td>1 Time</td><td>Rp250,000</td><td>Celebration accomplishment of milestones</td><td>VR, VIBARO</td></tr></tbody></table> <div>The routine meeting cannot get benefit of Meals and Refreshment. No need to mention the routine definition in the policy. Proctoring Activity cannot get benefit of Meals and Refreshment</div>	Type	Categories	Duration	Package	Quantity	Price/Package (Tax Included)	Remarks	DOA	External	Meeting	2 hours < n < 4 hours	Snack	1 Time	Rp30,000	Max employee: 2 pax	Head of/Dean, VIBARO	4 hours < n < 8 hours	Snack	1 Time	Rp30,000	Max employee: 2 pax			Meal	1 Time	Rp150,000	Director/Rector/Vice Rector - per Pax	Head of/Dean, VIBARO	Event	2 hours < n < 4 hours	Snack	1 Time	Rp30,000	Head of/Dean - per Pax		4 hours < n < 8 hours	Snack	1 Time	Rp30,000	Officer - per Pax		n > 8 hours	Snack	2 Times	Rp30,000		Head of/Dean, VIBARO	Internal	Event	2 hours < n < 4 hours	Snack	1 Time	Rp30,000			4 hours < n < 8 hours	Snack	1 Time	Rp30,000		Head of/Dean, VIBARO		Meal	1 Time	Rp250,000			Event	2 hours < n < 4 hours	Snack	1 Time	Rp30,000			4 hours < n < 8 hours	Snack	1 Time	Rp30,000		Head of/Dean, VIBARO		Meal	1 Time	Rp250,000	Celebration accomplishment of milestones	VR, VIBARO	Revise as the discussed and circulated to all SC members.	7 out 7
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Agenda		Discussion	Action	Vote
2.5	SU Faculty Appointment Policy	No report		
2.6	Project Assignment Policy Progress	No report		

*\* 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 September 2023

Minutes were approved as amended.

### 5. Next Meeting Date

19 October 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)	Absent
4.	Dr. Farid Triawan (FT)	Absent
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