

SAMPOERNA UNIVERSITY
STANDING COMMITTEE ON ADMINISTRATIVE AFFAIRS
MINUTES

NOTICE IS HEREBY GIVEN THAT the Sampoerna University Standing Committee on Administrative Affairs **Meeting 003 AY 2023-2024** was held on **16 November 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)	Absent
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
Maryke Ayu (MA)	Present

Present, Absent, Proxy, Expert

2. Discussion: Volume III Benefit and SU Staff Council Bylaws

Volume III Benefit the HR Policy is being updated, and SUSC bylaws is initiated starting AY 2024/2025

	Agenda	Discussion	Action	Vote
2.1	Volume III Benefit, HR Policy	<ul style="list-style-type: none">- Point 3.3.1. home-based lecturer criteria is modified. To be eligible, individuals aspiring to be home-based lecturers are required to possess either an NIDN or NIDK. NIDK is accepted.- Point 3.9.2.b. The maximum overtime is changed from 20 to 18 based on the National Regulation.- Point 3.10.1. The personal development detail is not written in the Volume III Benefit. Instead, this information can be found in the faculty handbook under workload management, specifically in HR Policies at point 6.7, which pertains to further studies for lecturers.	The policy has been approved by the SC team members with minor revisions. Once these revisions are completed, it will be proposed at the upcoming UE Meeting	10 out of 10
2.2	SU Staff Council Bylaws	<ul style="list-style-type: none">- SU Staff Council is initiated as the forum for staff to discuss the activities going	The bylaws has been approved by the SC team members with minor revisions. Once these revisions are	10 out of 10

Agenda		Discussion	Action	Vote
		<p>around in the campus. It is initiated by President MS, Pak Guruh, and Bu Maryke.</p> <ul style="list-style-type: none"> - The timeline for accepting the team member will start on March every year. - SUSC's primary role is to set the framework and discuss activities within its working scope but does not involve itself in the hands-on execution or implementation of these activities. - SUSC is not responsible for managing relationships between different levels of hierarchy within the organization (subordinate and superior), and it does not engage in the creation or oversight of budgets and financial allocations. This could be important information for stakeholders, employees, or the public to understand the scope of SUSC's responsibilities and activities. 	completed, it will be proposed at the upcoming UE Meeting	

** 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 November 2023

Minutes were approved as amended.

5. Next Meeting Date

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6. Attachments

6.1. Meeting Attendance

ATTACHMENTS 6.1

Meeting Attendance – 16 November 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 Sulistyo (ES)	Present
8.	Alfi Syukrina Amir (ASA)	Present
9.	Rahajeng Tyas Astari (RTS)	Present
10.	Guruh Tri Nugroho (GT)	Present
11.	Maryke Ayu Kinasih (MAK)	Present

