

Nov 12

Monday, November 10, 2025 9:32 AM

Meeting Summary**Type of Meeting:** Senior Leadership Team (SLT) Meeting**Attendees:** Arek Owczarek, Laurie McLellan, Sandra Chow**Minutes:** Samantha Zou**Matters to follow up:**

1. NIS Policies & Procedures – Weekly Update

Proposals or Agenda:

2. February PLDs
3. Fitness Room Weights
4. Medical Emergency Procedure
5. EARCOS Weekend Workshop

Outcomes		
Description	By When	By Whom
1. SLT has reviewed the latest updates to the NIS Policies & Procedures: <ul style="list-style-type: none"> • Nut Free Campus Policy: Requires further review and modification. • HR documentation: Still under review and revision. • Crisis Management System: The facility department is working on its review and updates. 	Ongoing	SLT
2. Arek presented several key recommendations for improving E-Form processes and budgeting. Following points summarized the proposed enhancements: <ol style="list-style-type: none"> a. Standardized Title Format: To ensure clarity and consistency, all E-Form titles should adopt the format: [Department or Name] + [Purpose/Project] + [Specific Item] + [Period or Date, if applicable] Examples: <ol style="list-style-type: none"> a. <i>John Smith's Flight to Beijing for ACAMIS ESL Workshop, Oct 10–12, 2025</i> b. <i>G3 Stationery Order for Teachers – A4 Paper and Notebooks</i> b. Clarification on Expense Definitions: We request input from Budget Heads to clarify and standardize expense categories. c. Involvement of Additional Admin Personnel: To enhance the review process, we suggest involving more administrative staff in E-form evaluations. d. Improvement of Cost Control Function: To strengthen financial oversight, we propose: <ol style="list-style-type: none"> a. A 1-hour training session during PLD in February for all Budget Heads and Secretaries. b. An additional short session for all staff to raise awareness and understanding during the Tuesday Budget meeting on Feb 10. 	Feb 2026	Arek
3. The facility team will assess the current weight of racks and storage systems in the fitness room and propose a reorganization plan if needed. This action addresses safety concerns regarding the distribution and handling of heavy free weights.	/	Facility Team
4. SLT, SET and SOFT teams will set up a meeting to review medical emergency procedures. Sandra will set up the meeting.	/	SLT/SET/SOFT
5. Mr. Chris Smith will lead the EARCOS Weekend Workshop - Data Literacy for International Educators at NIS on November 29 & 30. He will stay for consultancy at NIS on December 1 & 2. Chris Brain & Sandra are planning the schedule for the consultancy.	Dec 1 & 2	Sandra