

Dec 16

Monday, December 15, 2025 8:26 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. Learning Space Peersphere
3. Design Space Safety Audit
4. Business Trips
5. Faculty and Admin Staff Representatives

Outcomes		
Description	By When	By Whom
1. Sandra shared the follow-up from the meeting. The medical documents will be consolidated. Separately, the Crisis Management documents (5.1 & 5.2) will be combined to include new files - such as the reception checklist and first responder action plan. The facility office will follow up on this.	Ongoing	Sandra Facility
2. Sandra provided an update on the arrangements and setup for the Learning Space Peersphere Workshop, which will be held on January 24 th at NIS.	Jan 24, 2026	Sandra
3. Facility department will source a qualified audit company to perform the Design Space Safety Audit, within the approved budget.	/	Facility
4. Arek reiterated that for all business trips, using our corporate travel agency to book tickets is mandatory. This process guarantees we receive the official Fapiao needed for reimbursement, as per Finance requirements (in line with Chinese Tax authority requirement). For any questions regarding PLA (professional learning allowance), please contact Weiwei for assistance.	/	Arek Sandra Weiwei
5. SLT discussed the definitions for the roles of Faculty Representative and Admin Staff Representative. To ensure clear understanding, these role definitions will be included in the official personnel handbook.	Ongoing	SLT, HR