

## Dec 3

Wednesday, November 26, 2025 2:38 PM

### 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
2. Fitness Room

#### **Proposals or Agenda:**

3. 2026 ACAMIS Spring Leadership Conference
4. AQI Protocols
  - o NIS Activities "Manual/Handbook"
5. Visitors Registration/Access Control

Outcomes		
Description	By When	By Whom
1. Health policies and procedures are being reviewed. The meeting scheduled for December 12 <sup>th</sup> with SLT, SET and SOFT will help to inform the review. Laurie will share the AAIE State Department Sponsored Emergency Handbook with SLT when it is completed and distributed to schools.	Ongoing	SLT
2. Regarding the fitness room weight bearing capacity safety recheck report has been issued by Nanjing University of Technology Construction Engineering Technology Co., Ltd. The evaluation confirms that the current placement of all equipment in the fitness area meets the necessary safety requirements.	/	Arek
3. SLT will soon finalize the attendee list for the 2026 ACAMIS Spring Leadership Conference to proceed with registration.	Ongoing	SLT
4. The current AQI protocols will be reviewed and clarified, with more specific details (including which AQI index and App) and added to the Activities Handbook. This should also be corroborated with ACAMIS and SCISAC.	Ongoing	Activities Office SLT
5. The current visitors registration and access control system is still undergoing enhancements.	Ongoing	Facility