

## Dec 6

Wednesday, December 06, 2023 3:15 PM

### NIS Meeting Summary

**Type of Meeting:** Senior Leadership Team (SLT) Meeting

**Attendees:** Arek Owczarek, Laurie McLellan, Kasson Bratton

**Minutes:** Samantha Zou

**Matters to follow up:**

1. JEDI – Weekly Update
2. Winter Holiday
3. LNY Staff Dinner Party
4. HUB Project
5. US Day
6. CIS re-accreditation

**Proposals or Agenda:**

7. Aden Set Menu
8. Working Hours

Outcomes	By When	By Whom
Description		
1. Arek met with adult members of the JEDI Taskforce on Monday, December 4 <sup>th</sup> and recommended a training on relevant JEDI theme during Operations & Finance team building which is planned in April 2024. Laurie will meet with JEDI Taskforce members on Thursday afternoon, December 7 <sup>th</sup> to review submissions from all student applicants and determine the interview list.	Ongoing	SLT
2. Facility department will publish notice about campus closure during Winter Holiday in this and next weekly bulletin.	Winter Holiday	Facility
3. The RSVP form for Lunar New Year Staff Dinner Party will be posted in staff room when the party venue and time are confirmed and a notification will be sent in Daily Bulletin when the form is ready.	Ongoing	OFT
4. Due to the noise caused by the recent HUB Project construction, Arek would like to express his gratitude to all the affected teaching areas, offices, staff and students for their understanding. Thank you for all of your support to ensure the progress of the HUB Project.	/	Arek
5. "US Day" has been changed from May 4 <sup>th</sup> , 2024 to May 18 <sup>th</sup> , 2024 at NIS.	May 18 <sup>th</sup> , 2024	SLT
6. Appreciation expressed to all staff who participated in the CIS re-accreditation process for making this accreditation a success.	/	SLT
7. Arek shared Aden Set Menu price increase proposal, the official announcement will be published in following weekly bulletin.	/	Arek
8. SLT will clarify working hours at Monday morning briefing.	/	SLT