

GSA Executive Meeting Agenda

Graduate Student Assembly, University of Nebraska-Lincoln

Wednesday, September 23, 2026, 6:00 to 6:45 PM

Meeting goals

- Finalize the remaining Chancellor's Grant details so applications can open next week.
 - Decide next steps for establishing a Chief of Staff position.
 - Address any other Executive Team matters.
-

1. Chancellor's Grant

6:00 to 6:25PM

Application platform

- The application has moved from NU Ramp to a Microsoft Outlook Form.
- The new format makes it easier for the GSA to organize, review, and evaluate applications.
- New reimbursement process - travel will be arranged and purchased through your sponsoring department, and should you be awarded a travel grant the department will receive a transfer of the funds awarded.

Grant rules and timeline

- The grant rules and application process are finalized.
- Confirm any remaining requirements and the date applications open.
- Decide how to announce the opening and guidelines to graduate students.

Action item: Finalize remaining details so applications can open next week.

2. Proposed Chief of Staff Position

6:25 to 6:35 PM

Purpose

- Add a Chief of Staff to the Executive Team to provide executive support and maintain continuity in GSA leadership and operations.
- Establish a clear support structure while the Vice President position is vacant.

Proposed responsibilities

- Serve on the Executive Team and work closely with the President on operations and priorities.
- Advise and assist the President, and coordinate executive-level initiatives.
- Represent the President at designated committees, meetings, events, and projects when requested.
- Coordinate communication across the Executive Team, committees, and members.
- Track follow-up on action items, deadlines, and initiatives to support accountability.
- Serve as a liaison between GSA leadership, committees, university administrators, and campus organizations.
- Assist with special projects and strategic initiatives.
- Document key initiatives, processes, and decisions to preserve institutional knowledge.

For discussion

- The proposed position and its responsibilities.
- How the role would function within the Executive Team, particularly while the VP position is vacant or the VP is unavailable.

Action item: Determine next steps for formally establishing the position.

3. Other Business

6:35 to 6:45 PM

- Executive Team updates
- Upcoming GSA meetings, events, and initiatives
- Questions, concerns, or additional items from members