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## *Second Liaison Committee Meeting, Easter Term 2017*

### *Minutes*

*Chair:* Dean of College

*Minutes:* TCSU LGBT+ officer

*In attendance for the main part of the meeting:*

Junior Bursar - Mr Bourne  
Dean of College - Prof. Kusukawa  
Dean's Assistant – B. Mountfort  
BA President – M. Burrell  
BA Secretary – S. Taylor  
BA Liaison officer – R. Oosterbeek  
TCSU Vice President – L.D. Gaviano  
TCSU Treasurer – J. Samardzija  
TCSU LGBT+ officer – R. Crawford  
Chaplain - The Revd Dr Andrew Bowyer  
Dr Curran  
Dr Fairbrother  
Dr Spagnolo

#### *1. Freshers' week proposals*

Dean: While details are to be left for sub-committee meetings, the aim is to come to an agreement from an operational point of view before the proposals are refined and sent to college council next Friday. Further details to be finalized by end of June, after which no further events (organized by students) will be accepted until 9<sup>th</sup> October (cancellations only will be accepted).

BA Society: Events are mostly similar to last year.

TCSU Treasurer: A few changes have been made from last year, most notably the inclusion of a consistent range of non-alcoholic alternatives to be as inclusive as possible. International freshers' largely similar to last year. Addition to budget is for snacks to reduce effects of alcohol consumption. Gown sales to be conducted through Upay Chilli, organized by the catering department, although there is the issue of not receiving money until January. Other additions include a bowling trip and a request to have sports day with bouncy castle on the backs. Plans for a silent disco have been removed.

Tutorial Manager: Most important day is Saturday, including checking visas. Some assistance will be appreciated from time to time from TCSU and BA. There are to be talks on social media safety, possibly before health and safety meeting (10 mins approx.), and there will be a meeting with TCSU and BA for media training. Matriculation photos will be available to purchase in college on 17<sup>th</sup>, 18<sup>th</sup> and 24<sup>th</sup> October. Natural sciences meetings cannot clash with TCSU events, and time-tabling requires flexibility to allow students to attend DoS meetings.

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After discussion, it was decided not to proceed with the bouncy castle on the South Paddock, and to request setting up the Marquee in Neville's Court in a position stipulated by the Head Gardener. The Marquee on the Brewhouse lawn was regarded as undesirable from the point of view of security and safety.

Sub-librarian: The admissions book for matriculation in the Wren Library will remain there for the whole week. Library inductions will take place again, although these often clash with other events in the first week thus they will be offered for the next week, with tours for those that cannot attend.

Tutorial Manager: If crsids are to be accessed for earlier communication by TCSU, they need to come through the tutorial office with key contact for lists to ensure the right people receive communication. Can also contact studentrecords@trin.

Housekeeping Manager: additional staff will be assigned to rooms where events will take place, and asked students to do their bit to help keep the rooms as tidy as possible.

Head of the Accommodation Office: Freshers arriving early for international week will need to wait until 10am on Wednesday for their packs. Proposal on page 69 for BME mingle may need to be relocated as the OCR is not available. TCSU to book this room provisionally with the Catering Dept. For Sunday arrivals, packs will be in the Porters' Lodge.

Chaplain: Endorse suggestion of improving lighting and making Chaplains' Squash more accessible and appealing. May need to reconsider security arrangements. JB and Dean to review the matter nearer the time.

College Communications Officer: Proposal to use matriculation photograph on external website to mark important college events.

Dean: An important part of the proposed budgets is the amount of subsidy that goes towards alcohol, so that Council may make an informed decision.

Dr Fairbrother: BA Society budget has not been reported to council and have not enquired into how that money has been spent, unlike TCSU. This needs to be sorted out in order to identify who picks up any surplus. It also claims to draw down on reserves, therefore the council must determine the size of these, and how generous a concession this is. There has been some ambiguity about how the cost of the Marquee is charged, which also requires clarification.

Dr Curran: Commends the BA Society's model (of specifying a number of glasses of wine per head, and number of heads), and the cost of soft-drinks per head might also be included for purposes of comparison, as it is important to remember that not all present at an event would wish to drink alcohol, when making the budget. Suggests that the TCSU Society adopt a budgeting strategy along the model of the BA Society's: i.e., by the glass, under the guidance of the Catering Manager about how many glasses should be poured from one bottle (I believe the Catering Department has calculations for this, based on the size of their glasses). The Catering Manager might also be consulted about which wines are available to be served for such events, and their relative costs.

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## *2. Proposed discounts for TCSU members*

TCSU Treasurer: Need to consider the possibility of discounts for Trinity members, similar to those at the Union Society. This would not be endorsing the shops, nor a commercial investment, simply discounted rates. There is a need to look at the reputation of the establishments in question.

Dr Curran: Regarding discounts to local bars, it is important to note the College has already made available a space where students may socialize and purchase alcohol. With that in mind it might be queried whether it is appropriate to permit TCSU to make arrangements with bars beyond the College, given that the College has a welfare interest in encouraging those students who choose to drink, to do so responsibly.

While recognizing that an incentive to contribute to the local economy should be welcomed, it was suggested that a protocol (or points to consider) for forwarding offers from local business should be drafted, taking into account various risks and responsibilities.

## *3. Revision of College's Code of Discipline*

Dean: Discussed in the context of harassment policy, there is a need to change the White Book with a clause that used to exist but was deleted from the revised statutes in 2004. It is to deal with misconduct with a public dimension, for example hacking into the College website and posting an offensive message, where the content of such a message could be imputed by members of the public to the entire College. Such a misconduct will be referred by the Dean to the Disciplinary Committee under Statute 37. It will require experimentation for a couple of years. The Dean has limited powers in dealing with serious misconduct. There will be training sessions for student unions/societies to ensure that students understand this new clause.

## *4. Room charges for the next academic year (discussed second)*

Junior Bursar: It will be proposed to Council that the charges for undergraduate and graduate rooms/hostels be increased by 2% for the next academic year. Factors considered included CPIH, which last year was 0.7%, but this year is 2.3%, a significant increase; and recurrent costs for college, which increased by 6.2% last year and were forecast to rise by 6.7% this year. A 2% increase would position the College 26<sup>th</sup> out of the 28 other Cambridge colleges for which data was gathered, both for undergraduate rooms and graduate hostels.