

Stanford University School of Medicine
Department of Biochemistry
Faculty Meeting-September 8, 1981

Present: Baldwin, Berg, Davis, Kaiser, Kirk-Fulton, Kornberg, Lehman,
Rothman, Stark.

Absent: Brutlag (sabbatical) and Hogness

There were two agenda items: (a) long range plans for Biochemistry based on a set of questions and relevant issues that were distributed prior to the meeting (attached), and (b) three options for expansion as proposed by the architects, Clark, Stromquist and Sandstrom and Kornberg Associates.

Long Range Plans for Biochemistry

a. Size of Faculty

There was unanimous agreement to maintain a faculty of 10 for the near future. Retirements as they approach would require replacement appointments. The program statement for the expansion project should seek an approximately 20% net increase in space: 10% of which would relieve current overcrowding and 10% to provide lab space for new faculty appointments to be interdigitated within retirement schedules.

b. Maximum Research Group Size

It was agreed that the current ceiling of 9 postdocs, students and research assistants per group be sustained. The maximum capacity of 9 per group is required because of physical limitations (group lab benches in relation to common use equipment and special or department-wide facilities) and because of the increasing costs to maintain post-docs and research staff. It was recognized that the number of visiting professors has increased recently and they should be counted as members of a particular faculty lab group since their participation is similar to post-doctoral fellows.

c. Floor Space for New Equipment

Paul suggested that 600 to 1200 sq. ft. of additional space be provided for existing and new equipment.

d. Suggestions for Reorganization of Common Use or Lab Support Facilities

1) Arthur suggested that since certain equipment in research labs is in better operating condition than in other labs (i.e. spectrophotometers), perhaps an evaluation should be made of use, and condition of frequently used group lab equipment (by other lab groups) compared to similar equipment for common use to decide what needs replacement or relocation.

2) The storage cabinets in the basement should be reorganized.

3) George noted that stainless steel containers with labelling charts for -85° freezers can compartmentalize frozen items so that items can be stored more efficiently.

4) It was suggested that some freezers be designated for long-term storage and located in less accessible areas thereby creating more space and better organization in frequently used freezers.

5) There is a need for freezers which take up less floor space.

6) Paul said that Marianne Dieckman has recommended that the tissue culture facilities be integrated. Since regulations governing P-3 facilities may be relaxed, Paul is considering converting his P-3 lab into a tissue culture lab.

7) Bob and Arthur are now using the high performance liquid chromatography equipment purchased by Buzz and George (grants). They foresee the possible need for a second instrument and more space.

8) Jim says another centrifuge is needed in M338. Terry Trobough reports that another can be accommodated if one of the freezers there is moved.

e. Relocation of Secretarial Offices

Earlier discussions on the expansion project proposed replacing the main office (318) with labs. This option is still being considered, but it was agreed that the staff should remain on the third floor (either in 318 or relocated).

Proposed construction options

Dale reviewed the advantages and disadvantages of three construction proposals developed by CSS and Kornberg Associates designated as:

Plan A: Roof top addition on south-east corner.

Plan B: Renovation of department of laboratory animal medicine facility - fourth floor penthouse.

Plan C: Two-story medical courtyard fill-in.

It was agreed that Plan C, the courtyard fill-in would accommodate best to the program requirements for the Department and be the most accessible to the operations on the third floor.

Elizabeth Kirk-Fulton
as reviewed by Dale Kaiser
10/1/81

Long Range Plans for Biochemistry

Questions for consideration

Related Points

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| 1. Should the number of departmental faculty be increased? By how many and for what reasons? | |
| 2. The current group size maximum is 9 postdocs, students and research assistants. With 10 groups and 9 per group, 90 lab benches are required. Our present lab arrangement gives just under 90. Question: do we wish to retain, raise or lower this maximum? | To see what effect an increase in faculty or a change in group size would have on the total size of the department, consider that for 10 faculty and 90 lab benches we have 30 additional persons that support our work (office personnel, dishwashers, media makers, shop personnel, etc.). |
| 3. How much additional floor space is needed for new equipment (a) for common use (b) for your group use? | Location of and accessibility of equipment.

Insufficient work space adjacent to shared equipment such as centrifuges, can cause improper use and care of equipment.

Evaluation of and elimination of equipment no longer in use or in need of updating. |
| 4. Is reorganization of common use or lab support facilities needed? | Stockroom, storage, hot rooms, autoradiography, computer facilities, centrifuge rooms, multi-purpose rooms, shop, consolidation of tissue culture units, high voltage electrophoresis room, HPLC room (?), freezer areas (?), new research support needs. |
| 5. Is the present location of secretarial offices to be preferred over movement to another floor? | |

