Greetings from the College of Veterinary Medicine. As we approach the upcoming holiday season, the students head home and the campus exhales from a busy and stressful semester. However, it is just the opposite for all of us in Facilities. Here at Vet Med, we have been—and continue to be—at work in preparing the College of Veterinary Medicine and the Kansas State University Diagnostic Laboratory for their Accreditation Inspections. The reason for the Accreditation Inspection is to ensure quality, professional, veterinary education by conducting periodic accreditation reviews to determine the degree by which a college or school of veterinary medicine meets the standards of accreditation and its own stated goals and objectives.

To prepare for these inspections requires extensive planning and participation between Facilities, Vet Med departments, and the building users. On November 6-9, 2016 Kansas State University Diagnostic Laboratory had their accreditation inspection. Some of the things we did to prepare for the inspection included:

- Stripped and waxed 26 Lab and Prep Rooms
- Replaced all ceiling tile in Clinical Pathology (4000 Sq. Ft.)
- Inspected and replaced all stained and broken ceiling tile in 26 Labs
- Painted six restrooms
- Painted all doors and frames in Necropsy
- Various maintenance and small repair projects
This coming April, the College of Veterinary Medicine will have their AVMA Accreditation Inspection and review. Earlier last spring, a committee of eight to 10 people were charged with developing a list and a plan that will enable us to be ready for the early April inspection. Through that process we identified an extensive list of needs. Several of the major projects identified will need to be completed during the upcoming Holiday Break. At the present time, we have various projects including:

- Mosier Hall J128 & 128A – Install new LED lighting, new floor covering
- Mosier Hall – New floor covering
- Mosier Hall Frick Auditorium – Remove curtains, paint, remove carpet stairs and replace with epoxy flooring
- Trotter Hall 2nd floor lobby and stairwell – Remove existing wall covering and paint, install stairwell LED lighting
- Trotter Hall 301 – Install LED Tunable lighting
- Extensive floor work throughout Mosier, Trotter and Coles Halls
- Power wash all exteriors on Mosier, Trotter and Coles Halls
- Trotter Hall 104 – Remove existing study carols and sinks to prepare for the Third Floor Anatomy

The Facilities Vet Med Team must complete all the work listed above by the beginning of the Spring Semester while they continue to perform their routine cleaning and maintenance of all Vet Med buildings including the Hospital. I would like to take this opportunity to thank my staff for all their hard work and dedication as we prepare for such an important process.

-Allan Leikam, Director of Facilities, College of Veterinary Medicine

CONGRATULATIONS!

Congratulations to Casey Lauer (Assistant V.P. Engineering, Utilities, & Maintenance) and his wife, Hannah, on the arrival of their baby girl, Tait Autumn Lauer. Tait was born on Thursday, November 17th and joins sister, Zoe (2 years) and brother, Jack (6 years) in their family of five!
**HOLIDAY LEAVE INFO:**

- **VACATION LEAVE ACCRUAL FOR PAY PERIOD 12/17/2016**
  Employees accruing under the Kansas Board of Regents leave accrual plan will not accrue vacation leave for pay period ending 12/17/2016 (paycheck dated December 30, 2016). Those affected include unclassified employees (12-month) and university support staff employees (excluding service and maintenance classifications). This is the third paycheck in the month of December and is not one of the 22 pay periods (176 hours) where these employees accrue. Please be sure to remind employees so they are aware.

- **HOLIDAYS FOR CALENDAR YEAR 2017**

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW YEAR'S DAY</td>
<td>Monday, January 2(^{nd}), 2017</td>
</tr>
<tr>
<td>MARTIN LUTHER KING JR. DAY</td>
<td>Monday, January 16(^{th}), 2017</td>
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<tr>
<td>MEMORIAL DAY</td>
<td>Monday, May 29(^{th}), 2017</td>
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<tr>
<td>INDEPENDENCE DAY</td>
<td>Tuesday, July 4(^{th}), 2017</td>
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<tr>
<td>LABOR DAY</td>
<td>Monday, September 4(^{th}), 2017</td>
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<tr>
<td>VETERANS DAY (not a university holiday)</td>
<td>Friday, November 10(^{th}), 2017</td>
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</tbody>
</table>
| THANKSGIVING DAY            | Thursday, November 23\(^{rd}\), 2017  
                             | Friday, November 24\(^{th}\), 2017 |
| CHRISTMAS                   | Monday, December 25\(^{th}\), 2017 |
| DISCRETIONARY DAY           | May Be Used 1/1/2017 Through 12/30/2017  
                             | (However, for most employees, Friday, 12/29/2017) |

- **USE OF LEAVE OVER HOLIDAY PERIOD**

  Officially observed state holidays during the holiday period are December 26\(^{th}\), 2016 and January 2\(^{nd}\), 2017. The normal workdays affected during this period of campus closure are December 27\(^{th}\), 28\(^{th}\), 29\(^{th}\), and 30\(^{th}\).

  University Support Staff and Unclassified Non-Exempt Employees not required to work during this period may use a combination of the following types of leave:
  - Earned Holiday Time for working the Veterans Day Holiday
  - Calendar Year 2016 Discretionary Holiday
  - Accumulated Vacation or Compensatory Leave
  - Leave without Pay with supervisor approval

  Twelve-Month Unclassified and University Support Staff Exempt Employees who do not perform duties during this period may use a combination of the following types of leave:
  - Equivalent Time earned for working the Veterans Day Holiday
  - Calendar Year 2016 Discretionary Holiday
  - Accumulated vacation leave, or
  - Leave without pay

  Employees who still have their 2016 discretionary day must use it by December 31\(^{st}\), 2016. The 2017 discretion day will be available January 1\(^{st}\), 2017.
WELCOME TO OUR TEAM!

Jeffrey Simms was hired on November 14th as an Electrician Senior in Building Maintenance Zone 3. He is working for Shelly Hauck.

Marc Crosby was hired on November 28th as a Lock System Specialist in the Lock Shop. He is working for Ed Heptig.

Daniel Rhodes was hired on November 21st as a Custodial Specialist. He is working for Quentin Rawlins.
DECEMBER BIRTHDAYS

DECEMBER 1ST – JOHN CHUBB
DECEMBER 2ND – DEENA BARGER & CHERRY ROSENBERRY
DECEMBER 6TH – AUGUSTINE GONZALES
DECEMBER 7TH – BLAKE MILES, YOUN WONG KWON, & MATT SMITH
DECEMBER 8TH – DAVID Bainter, STEVEN JONES, & JOSEPH FRENCH
DECEMBER 9TH – JUAN CEJA & HYE SUK STODDARD
DECEMBER 10TH – MICHAEL STODDARD
DECEMBER 11TH – DARLENE MATHEWS
DECEMBER 13TH – ADAM UKENA
DECEMBER 14TH – QUENTIN RAWLINS
DECEMBER 17TH – SON KUTEI & DENNIS BRADY
DECEMBER 19TH – LEX PEARSON
DECEMBER 20TH – CONSTANCE SANDNER
DECEMBER 21ST – PATRICK LANCASTER
DECEMBER 22ND – ISAAC WILLIAMS & CHRIS FALLEY
DECEMBER 25TH – CATHY HODGES
DECEMBER 26TH – DEANNA DAMME & BERNARD BREHMER
DECEMBER 27TH – SALLY AVERY & LYNN SCHWANDT
DECEMBER 28TH – GLENDA TAYLOR
DECEMBER 29TH – CHRISTOPHER COYLE, TAYLOR NICKLES & HENRY BILLINGS
**JANUARY BIRTHDAYS**

**JANUARY 1ST -** VICTORIA L'ECUYER  
**JANUARY 2ND -** VALERIE ELWELL  
**JANUARY 3RD -** BARBARA LARSON  
**JANUARY 4TH -** TERRI WYRICK & DONALD DEWITT  
**JANUARY 5TH -** DONALD ENGELKEN  
**JANUARY 6TH -** BILL SPIEGEL  
**JANUARY 11TH -** KATHY HENRY  
**JANUARY 12TH -** JANET WEEKS, ALEX SCHUMP, & TIM POELL  
**JANUARY 13TH -** RYAN SWANSON  
**JANUARY 14TH -** ORLANDO WRONE  
**JANUARY 15TH -** BRIDGETT UMSCHEID  
**JANUARY 16TH -** RACHEL LINGENFELTER & EVELYN NEGRON  
**JANUARY 19TH -** DAVID BAMMES  
**JANUARY 20TH -** MICHELLE KOCH  
**JANUARY 21ST -** DAVID BOLLMAN & STEPHEN ANDERSON  
**JANUARY 23RD -** JACK CARLSON  
**JANUARY 24TH -** DARREN IVEY  
**JANUARY 25TH -** TRAVIS HOMEIER  
**JANUARY 27TH -** BURT PEARSON  
**JANUARY 30TH -** ROY JOOSTEN  
**JANUARY 31ST -** STEVEN RICKER