



WASHINGTON, D.C. OFFICE
fifth floor
flour mill building
1000 potomac street nw
washington, d.c. 20007-3501
TEL 202 965 7880 FAX 202 965 1729

OTHER OFFICES
beijing, china
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Please reply to JOHN CRIGLER
jcrigler@gsblaw.com TEL (202) 298-2521

May 30, 2013

Our File No. 20832-00102-61

VIA HAND DELIVERY

Marlene H. Dortch, Secretary
Federal Communications Commission
Office of the Secretary
445 12th Street, SW
Room TW-A325
Washington, D.C. 20554

STAMP & RETURN

FILED/ACCEPTED

Re: Section 73.3613 Filing
Station KPCC (NCE-FM)
Facility ID 51701
Pasadena, CA

MAY 30 2013

Federal Communications Commission
Office of the Secretary

Dear Ms. Dortch:

On behalf of Pasadena Area Community College District ("PACCD"), licensee of noncommercial educational FM station KPCC, Pasadena, California, I hereby submit copies of four amendments to the PACCD Bylaws. These documents are being submitted pursuant to Section 73.3613(b)(2) of the Commission's Rules, to assure that the current versions of documents relevant to ownership and control of the Station are on file with the Commission.

Copies of these documents are also being placed in the KPCC public inspection file.

Respectfully submitted,


John Crigler

JC:cll
Enclosures



PASADENA AREA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES BYLAWS

Title: Trustees Code of Ethics (Including Student Trustee)

Policy No. 1450

Legal Authority: Board of Trustees Minutes, August 17, 1994; September 3, 1997

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In support of the mission and goals of the College, the Board of Trustees of Pasadena City College adopts this Code of Ethics in order to promote and secure the Board's commitment to quality education:

1. Understanding that the Board can legally function only as a group, each member should exercise appropriate care to speak as a member of the Board and accurately represent Board policy to the community. Personal opinions should be identified as such.
2. It is recognized that Trustees may from time to time have to balance the special needs and desired advantages of their own areas with the good of the entire community college district and its student population. Each Trustee shall, as to such matters, make a particular effort to consider all of the facts and arrive at a sound and fair conclusion.
3. Board members should recognize that the Board makes policy and employs the Superintendent/President to administer the policies. Rather than dealing directly with the staff, it is appropriate for Board members to take their concerns directly to the Superintendent/President.
4. Trustees should understand that while each Board member has the right, if not the duty, to speak strongly as to issues, a demonstration of respect and consideration for each other, the College staff, and members of the community, will facilitate positive decision making at the College. Attempts should be made to re-establish collegial communications in the event that violations of norms are perceived to have occurred.
5. Trustees should commit appropriate and reasonable time to College governance; support the College in the community; and make reasonable attempts to maintain and upgrade their governance skills. To this end they should willingly participate in such educational conferences and workshops as will be appropriate for the respective Trustees. Each trustee is encouraged to attend at least one meeting of a professional association of his/her choice, such as the California Community College League, during each four-year, elected term.
6. Trustees should be aware of the California laws governing conflicts of interest of public officials. In addition to the laws, Trustees should also be aware of activities that create the perception of favoritism or personal gain. Public perceptions that Board members are furthering their own interests rather than those of the District do harm to the College.
7. Board members shall maintain confidentiality as to closed sessions. While most of what the Board does is and should be public, closed session confidentiality is required. Of prime importance are such closed session matters as the hiring and dismissing of personnel, collective bargaining with employee groups, real property sales and purchases, liability claims against the district, and other closed session items. Further, the Board will be deprived of a frank exchange of views if Board members breach confidentiality with the result that other Board members will thereafter refrain from such exchanges.

8. The Board president and the Superintendent/ President are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations by a member of the Board of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the District Attorney or Attorney General as prescribed by law.
9. Violation of the Board's Code of Ethics will be addressed by the Board president, who will first discuss the violation with the trustee to seek to reach a resolution. If resolution is not achieved and further action is deemed necessary, the Board president may appoint an ad hoc committee to examine the matter and recommend further courses of action to the Board. Sanctions will be determined by the Board officers and may include a recommendation to the Board to censure the trustee. If the president of the Board is perceived to have violated the Code of Ethics, the vice president of the Board is authorized to pursue resolution.



PASADENA AREA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES BYLAWS

Title: Board Self-Assessment

Bylaw No. 1490

Legal Authority: California Education Code Section 70902;

WASC/ACCJC 2002 Standard IV.B1e and g Page 1 of 1

1. The Board of Trustees shall conduct an annual self-assessment in accordance with applicable regional accreditation standards. The goal of the assessment is to provide for improvement in the Board's operation and, where possible, the assessment will be based on objective measures.
2. The assessment shall be based upon performance of duties according to the Board's Code of Ethics and upon progress made in achieving the goals and objectives developed annually by the Board.
3. The Board shall review the Code of Ethics annually. Instruments used in the self-assessment will be reviewed periodically and revised as appropriate.
4. The assessment form as prepared by the Board shall be completed by each Board member and submitted to the Board President no later than the last regular Board meeting in June, unless the Board by a majority vote acts to extend this deadline.
5. The Board President shall consolidate the assessments into one written report. This report shall be discussed, be subject to amendment by the Board, and be approved no later than the first regular Board meeting in August, unless the Board by a majority vote acts to extend this deadline.
6. All the documents referred to herein shall constitute public records and all discussion and actions taken shall be in open session of the Board.
7. In addition to the foregoing process, all Board members are subject to ultimate evaluation by the voters of their respective areas.



PASADENA AREA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES BYLAWS

Title: Evaluation of the Performance of the Superintendent/President
Legal Authority: Board Minutes, Accreditation Standard IV.B.1

Bylaw No. 1680
Page 1 of 1

Each year by July 31, the Board of Trustees shall conduct a confidential annual evaluation of the performance of the Superintendent/President for the prior complete fiscal year ending on June 30.

This evaluation will be based primarily on the progress the college has made on the approved **Educational Master Plan** and the **Board's Annual Goals** adopted for each new academic year.

The annual evaluation of the Superintendent/President shall be of two types:

1. A regular developmental annual evaluation for each of the Superintendent/President's first three years of service. The regular annual evaluation shall be the result of mutual agreement between the Superintendent/President and the Board, but shall at a minimum include:
 - a. The self-evaluation of the Superintendent/President; and
 - b. Each Trustee's review of the Superintendent/President's self-evaluation plus each Trustee's response to a questionnaire developed and approved by the Board.
 - c. The Board President will gather the trustees' responses, consult with the Board and write a summary evaluation to be shared with the Superintendent/President.

2. A comprehensive evaluation in the fourth year of service. The comprehensive evaluation shall consist of the regular developmental evaluation described above plus an additional formal process to:
 - a. Gather broader attributed comment from the faculty, staff, administration and students. Anonymous and unattributed comment will not be included.
 - b. By mutual agreement with the Superintendent/President, the Board will engage an external, independent evaluation firm or consultant to conduct the evaluation, to receive attributed comment in person and to prepare a written report for the Board. This report will be shared with the Superintendent/President.



**PASADENA AREA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES BYLAWS**

Title: Miscellaneous: Travel Expense
Legal Authority: Education Code, Section 87023

Bylaw No. 1830
Page 1 of 2

1. **Payment of Travel**
The Board shall provide for the payment of the traveling expenses for any representative of the Board when performing services directed and/or authorized by the Board.
2. **Travel Request**
All required information on the Travel Request Form(s) shall be completed. If advance payment for hotel reservations or conference registrations are requested, the proper information (registration forms, hotel literature, etc.) showing the amount to be paid, the payee and address must be attached to the Advance Payment Request form. Trustees using personal funds to make advance arrangements will be reimbursed when the travel claim (which is turned in after the trip) is processed and appropriate receipts are attached.
3. **Travel Claim**
 - a. Claims for travel reimbursement, including all required receipts shall be submitted to the Office of the Superintendent/President as soon as possible after completion of the trip.
 - b. Receipts for hotel registration, transportation, car rental and/or taxis totaling \$10.00 or more must also accompany the travel claim.
 - c. Expense claims for any taxi or limousine service totaling \$10.00 or more must also accompany the travel claim.
4. **Lodging**
Receipts for lodging must be furnished and shall show the dates for which the charge is made. Reimbursement shall be made for actual lodging expense based on single occupancy rate. Full reimbursement will be allowed while in attendance at conferences based on singly occupancy rate. If, due to causes beyond the control of the individual, it is necessary to obtain accommodations other than at the conference headquarters hotel, full reimbursement will be allowed based on single occupancy rate. If the individual chooses to obtain accommodations other than at the conference headquarters, the individual will receive full reimbursement based on single occupancy rate, not to exceed cost of conference headquarters.
5. **Transportation**
In cases where authorized travel is by district-owned automobile actual and necessary travel expense shall not include mileage expense. District vehicles should be requested as early as possible after approved Travel Request is received. Vehicles are to be picked up and returned to the vehicle parking area.
 - a. **Automobile**
Authorization to rent automobiles must be specifically granted by the Board.
Reimbursement for rental automobiles is allowed upon presentation of a receipt.
 - b. **Airplane**
Claims for airplane travel shall be allowed in conformity with the latest published airplane tariffs. When more than one class of air travel is available, the district will pay for coach class only. Air travel is limited to flights on scheduled commercial airlines. Board members shall not pilot or charter personal or private aircraft, or any variation thereof,

when traveling within the scope of their employment on behalf of Pasadena City College. This method of travel is not covered by District liability insurance and is in direct violation of District procedure.

c. **Personal Car Mileage Reimbursement**

- (1) Reimbursement for personal car mileage may not exceed the cost of coach airfare to the same destination. Mileage reimbursement will be made at the Board-approved rate.
- (2) The District will reimburse mileage to and from an approved conference/event by calculating the distance to that conference/event either from the Board members home or the campus, whichever is nearer.

6. **Meals and Other Expenses**

The cost of meals, not included in the registration or conference package, will be reimbursed, with appropriate original itemized receipts, up to a maximum of \$32.00 per day. No reimbursement will be provided for alcoholic beverages. Special banquets or receptions not included in the basic conference package, but listed as optional in the conference materials, will be charged against the daily of \$32.00 meals reimbursement.