
Board Manual

California Preparatory College

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Introduction:

Board governance policies provide a process to facilitate the orderly operation of California Preparatory College so that regular approval and review of the institutional purpose, objectives, and philosophy of the College is accomplished. Most of these policies are not legally required. However, each is important for the smooth operation of a Board and of the institution. This Board manual provides each Board Member with the information required to properly render the required fiduciary duties and to uphold the necessary obligations of Board Membership at California Preparatory College.

The College Board requires a thorough orientation for new board members. This manual will be used to provide a complete understanding of each new member's role on the board.

Board Governance Standards

Board Policy #1

This policy is recommended to be used as an effective tool for the College to identify and clarify the appropriate roles of the Governing Board, CEO and individual Board members

While understanding their separate roles, the Board and CEO work together as a governance team. The governance team assumes collective responsibility for building unity and creating a positive organizational culture in order to govern effectively. In consideration of these guiding principles, the following policy identifies the role of the Board, the role of the CEO and the role of individual Board members.

Role of the Governing Board

The Board's primary roles include:

1. Adopting, evaluating and updating policies consistent with the law and the College vision and goals.
2. Providing direction to administration pursuant to established policies.
3. Communicating a common vision.
4. Operating openly, with trust and integrity.
5. Governing in a dignified and professional manner, treating everyone with civility and respect.
6. Involving the community, students, church, staff and faculty in developing a common vision for California Preparatory College, focused on Christian values, learning and achievement and responsiveness to the needs of all students.
7. Maintaining accountability for student learning by adopting the College curriculum and monitoring student progress.
8. Hiring and supporting the Chief Executive Officer (CEO) of the College so that the vision, goals and policies of CPC can be effectively implemented.
9. Conducting regular and timely evaluations of the CEO based on the vision, goals and performance of CPC and ensuring that the CEO holds College personnel accountable.
10. Adopting a fiscally responsible budget based on CPC vision and goals, and regularly monitoring the fiscal health of CPC.
11. Ensuring that a safe and appropriate educational environment is provided to all students.
12. Ensuring academic freedom within the framework of the institution's biblical foundations, purpose, objectives, and philosophy.

13. If applicable, establishing a legal framework for CPC and adopting responsible agreements.
14. Convening as a judicial and appeals body and serving as the final decision-maker in accordance with law, board policies and negotiated agreements.

Role of the Chief Executive Officer

The CEO's primary roles include:

1. Promoting the success of all students and supporting the efforts of the Board to keep CPC focused on learning and achievement.
2. Valuing, advocating and supporting CPC and all stakeholders.
3. Recognizing and respecting the differences of perspective and style on the Board and among students, churches, community, staff and faculty and ensuring that the diverse range of views informs Board decisions.
4. Acting with dignity, treating everyone with civility and respect, and understanding the implication of demeanor and behavior.
5. Serving as a model for the value of lifelong learning and supporting the Board's continuous professional development.
6. Working with the Board as a governance team and assuring collective responsibility for building a unity of purpose, communicating a common vision and creating a positive organizational culture.
7. Understanding the distinction between Board and staff roles, and respecting the role of the Board as the representative of the community.
8. Understanding that authority rests with the board as a whole; providing guidance to the Board to assist in decision-making; and providing leadership based on the direction of the Board as a whole.
9. Communicating openly with trust and integrity including providing all members of the Board with equal access to information and recognizing the importance of both responsive and anticipatory communications.
10. Accepting leadership responsibility and accountability for implementing the vision, goals and policies of CPC.

The Role of Individual Board Members

Each individual Board member shall:

1. Keep learning and achievement for all students as the primary focus.
2. Recognize and respect differences of perspective and style on the Board and among students, community, faculty and staff.

3. Act with dignity and understand the implications of demeanor and behavior.
4. Keep confidential matters confidential.
5. Participate in professional development and commit the time and energy necessary to be an informed and effective leader.
6. Understanding the distinction between the Board and administration roles, and refrain from performing management functions that are the responsibility of the CEO and staff.
7. Comply with legal responsibilities related to conflicts of interest and the College's Conflict of Interest Policy.
8. Understand that authority rests with the Board as a whole and not with individuals.

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Powers and Duties of the Board of Trustees

Board Policy # 2

This policy is recommended to facilitate effective organizational communication. This policy also indicates that the Board shall evaluate the CEO per the employment contract or other agreement between the Board and the CEO. However, there are numerous other models to effectuate this evaluation.

The Board shall not be bound in any way by any statement or action on the part of individual members or employees, except when such statement or action is pursuant to specific instructions of the Board of Trustees.

The primary powers and duties of the Board are as follows:

General Administration

A. Chief Executive Officer

1. The Board selects and evaluates the chief executive officer (per the applicable employment contract or other agreement), hereinafter referred to as the CEO and supports the CEO in the discharge of all primary duties.
2. The Board consults with the CEO on his or her recommendations and acts upon them.

B. Control

The Board exercises control of CPC in accordance with the Articles and By-laws, applicable laws and regulations.

C. Policies

The Board establishes policies and appraises the effectiveness of the execution of such policies.

D. Calendar

The Board of Trustees approves the annual calendar.

Business

A. Budget

The Board considers the annual budget prepared by the CEO and his/her assistants and approves the annual operating budget resulting from such consideration.

B. Accounting

The Board provides for the establishment of necessary procedures to assure proper accounting of receipts, disbursements and balances and considers reports on the financial condition of CPC.

C. Audit

The Board provides for periodic audits of funds of CPC as required by law.

D. Expenditures

The Board authorizes commitments of funds of CPC and authorizes expenditures of funds in payment of obligations.

Curriculum

A. Course of Study

The Board approves courses of study within CPC upon consideration of the recommendations of the CEO.

B. Progress Reports

The Board requires and discusses reports of the CEO concerning the educational progress of the College.

Personnel

A. Appointment

The Board hires and terminates, upon nomination and recommendation of the CEO all personnel. When the Board does not agree with a personnel recommendation by the CEO, further actions will be requested.

B. Salaries

The Board has the final authority to set the salaries for all personnel of CPC in compliance with any applicable state or federal laws.

C. Grievances and Complaints

The Board shall follow the adopted grievances procedures and/or complaints relating to their employment.

Plant Facilities

A. Adequacy of Facilities

The Board is responsible for providing adequate buildings, equipment, supplies and other facilities for the operation of CPC.

B. Capital Outlay

The Board confers with the administration, architects, consultants and staff to make final determination relative to matters of capital outlay with special reference to buildings, sites, major improvements and equipment upon recommendation of the CEO.

Public Relations

The Board, recognizing public relations are the result of the actions and statements of the Board, the CEO and other employees of the CPC, hears communications, written and/or oral from citizens and organizations on matters of administration, finance, organization, policy and program.

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Annual Organizational Meeting

Board Policy #3

Time for Meeting

The Board shall meet at least a minimum of two times annually in plenary, regular sessions.

Order of Business

The order of business at the first annual meeting shall be:

- A. Call to order
- B. Elect Board Chair and the following officers, if applicable and position is vacant:
 - a. President /CEO
 - b. Treasurer
 - c. Secretary
- C. Set regular meetings (time, place and day)
- D. Elect any representatives to serve on any applicable advisory boards and/or committees as appropriate
- E. Recognize departing Board members
- F. Readopt in resolution form the College's policy regarding the Board's Code of Ethics and acknowledge the distribution, agreement to and acceptance from each Board Member of the resolutions contained in the Board Manual
- G. Such other business as may be determined to be necessary by the Board
- H. Adjournment

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Procedure for Policy Adoption

Board Policy #4

The successful operation of CPC requires that the actions of the Board, faculty and staff be known and understood by students, employees and members of the community. These groups as well as individuals should also have an opportunity to affect CPC action.

The process for adoption and publication of policies at CPC includes the following elements:

Adoption, Revision and Repeal of Policies

Policies shall ordinarily be submitted to the Board at a regular or special College board meeting and shall be adopted, revised or repealed by a majority vote.

The adoption, revision or repeal of policy shall be made in an open and public manner at a regular or special CPC board meeting.

Communication and Public Involvement in Policy Adoption

An opportunity for interested parties to be heard before adoption, revision or repeal of policy shall be made.

Retention and organization of adopted policies, rules, regulations and procedures shall be made in a practical and useful manner.

Publication and availability of all policies, currently in effect at CPC shall be made to any interested person during the regular business hours of CPC.

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Code of Ethics for Board Meetings

Board Policy #5

As a member of the Board, I shall promote the best interests of CPC as a whole and to that end adhere to the following ethical standards:

Equity in Attitude

- I will be fair, just and impartial in all my decisions and actions
- I will accord others the respect I wish for myself
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

Trustworthiness in Stewardship

- I will be accountable to the public by representing CPC policies, programs, priorities and progress accurately
- I will hold in high regard the traditions and beliefs of the Seventh-Day Adventist Church and uphold those teachings
- I will be responsive to the community by seeking its involvement in CPC affairs and by communicating its priorities and concerns
- I will work to ensure prudent and accountable use CPC resources
- I will make no personal promise or take private that may compromise my performance or responsibilities

Honor in Conduct

- I will tell the truth
- I will share my views while working for consensus
- I will respect the majority decisions as the decision of the Board
- I will base my decision on fact rather than supposition, opinion or public favor

Integrity of Character

- I will refuse to surrender judgment at any individual or group at the expense of CPC
- I will consistently uphold all applicable laws, rules policies and governance procedures
- I will not disclose information that is confidential by law or that will needlessly harm CPC if disclosed

Commitment to Service

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking and evaluation
- I will diligently prepare for and attend Board meetings
- I will avoid personal involvement in activities the Board has delegated to the CEO
- I will seek to fulfill my duties effectively

Student Centered Focus

- I will be continuously guided by what is best for all students of CPC

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Regular and Special College Board meeting

Board Policy #6

Regular Meetings

Regular meeting of the Board shall be held consistent with the calendar for such meetings as established by the Board each year.

If at any time any regular meeting falls on a holiday, (Federal, State or local), such regular meeting shall be held on the next business day.

Special Meetings

Special Meetings may be called on an as-needed basis, consistent with legal requirements and the By-laws.

Notification of Meetings

Notice of the date, time, and place of meetings shall be delivered personally to each director or communicated to each director by telephone (including a voice messaging system which records and communicates messages), facsimile, or electronic mail at least forty-eight (48) hours prior to the meeting, or communicated by telegraph, express mail service, first-class mail, or by other means of written communication, charges prepaid, addressed to the director at the director's address as it is shown upon the records of the corporation, deposited in the mails or given to the telegraph company or express mail company or other carrier at least four (4) days before the date of the meeting. The notice need not specify the purpose of the meeting. Notice of a meeting need not be given to any director who signs a waiver of notice or a consent to holding the meeting or an approval of the minutes of the meeting, whether before or after the meeting, or who attends the meeting without protesting, prior to the meeting or at its commencement, the lack of notice to such director. The waiver of notice or consent need not specify the purpose of the meeting. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meeting.

Minutes of Board Meetings

The board chair and/or the CEO must prepare a printed agenda and must arrange for the distribution of reports and related documents that are included with the minutes of each meeting. The minutes of meetings of the Board shall record all motions, show the names of Board members making and seconding motions and state the vote upon the motion. The open session minutes shall also record all resolutions, the recommendations of the administration and the substance of the Board's discussion or the substance of statements pertinent to Board's business made by members of the staff or public. The minutes shall follow the generally accepted pattern in form.

The original copy of the meeting shall be signed by the Secretary of the Board. Original minutes shall be bound in chronological order, volume by fiscal year and paged consecutively.

The official minutes of the Board shall be kept in fireproof storage. The following documents shall be bound with the official minutes and referred to in the text of the minutes to which they apply:

- Original copies of all resolutions unless required by other agencies, in which case photocopies of the originals may be substituted;
- Original copy of all budget transfers;

- Copies of any document determined by the Board of Trustees to be attached to the official minutes; and
- Other documents which, in the opinion of the Secretary, are necessary to fully substantiate or record Board of Trustee action.

In addition to the official minutes, and additional copy of all minutes and attached documents shall be maintained in the office of the Secretary of the Board. This set of minutes shall be bound, indexed by those categories detailed above and by subject.

Quorum Requirements

A majority of the voting members of the Board shall constitute a quorum of the Board which is necessary for the Board to transact business. All motions, in order to pass, need positive action by at least a majority of the board. Should there be fewer than a majority of the Board present at any meeting, the meeting shall be adjourned.

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Governing Board Meeting Agendas and Supporting Information

Board Policy #7

Preparation of College Board Agenda

The CEO and Board Chair shall be responsible for preparing the agendas for all regular meetings of the Governing Board.

List of Agenda Items

- A. The CEO shall include on the agenda all items known to him/her to require action by the Board and other topics containing information necessary for the discharge of the Board's responsibilities.
- B. The CEO shall include on the agenda items which relate to College business as are requested for inclusion by members of the Board. In addition, a College community member may request that a topic directly related to College business be placed on the agenda. The CEO or Board President shall determine whether the request is or is not an item directly related to College business. No community-requested item shall be placed on the agenda if it is repetitive of a previous item placed on an agenda and considered by the Board.
- C. Requests for items to be included on the College Board agenda by the Board or Board members, College employees or College community shall be in writing and submitted to the CEO's office seven (7) working days prior to the next regularly scheduled Board meeting.
- D. When there is a tie vote on the agenda topic under consideration the item shall be resubmitted to the Board at its next regular meeting.
- E. The Board may only take action on items formally listed on the College Board agenda except in emergency or other circumstances or as authorized by its by-laws.
- F. Members of the Board or the CEO may request that a topic be placed on the agenda which has been recently considered and acted upon by the Board providing there is new and relevant information on the topic. Discussion is only for the purpose of the Board deciding whether or not to reconsider the agenda topic, at the next regular Board meeting.

Supporting Information Relating to Agenda Items

- A. The CEO is responsible for preparing all supporting information which may accompany each agenda topic originating from the administration or the Board.
- B. The purpose for preparing supporting information is to facilitate decision-making on the part of the Board members by having available to them in advance of Board meetings comprehensive data pertaining to each agenda topic. The supporting information shall accompany the agenda and be delivered to Board members concurrently with the agenda.
- C. College community members who request to have a topic on the agenda are encouraged to submit, in writing, supporting information detailing their reason for having the topic placed on the agenda and what is being requested of the Board. This is intended to

provide background information for Board members to help expedite the Board's handling of the topic at the board meeting.

Agenda Distribution

The Board agenda with supporting information for a regular College Board meeting should be delivered to Board members, whenever practicable, at least 72 hours prior to the meeting. For special Board meetings, the agenda and supporting information should be delivered at least 24 hours prior to the meeting. The CEO is responsible for the distribution of Board packets (which include the official agenda and all supporting information).

In addition to provision of agendas, the Board's complete public agendas shall be provided to those persons or parties who have requested to be placed upon the College's mailing list. A fee may be charged for the service of providing agenda.

Anonymous Letters

It shall be the policy of the Board not to introduce anonymous letters in the agendas for Board meetings.

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Board Operations

Board Policy #8

Roberts Rules of Order

In general, the business of the Board at its meetings will be conducted in accordance with the specifications of Roberts Rules of Order. Any member may rise to a point of order under these rules, which action shall take precedence over all other business before the Board.

Polling of Board of Trustees

Voting on resolutions shall be by the polling of voting Board members, the minutes shall record the person making the motion, the person seconding it, and the names of the trustees voting for and against the motion or abstaining, as well as Board members who are absent. Secret ballots and proxies are prohibited.

Board Member Compensation and Reimbursement of Actual and Necessary Expenses

As permitted by law, each member of the Governing Board of the College may receive a stipend for Board service, if the Board so desires. Further, Board members may be reimbursed for actual and necessary expenses related to College business.

Officers, Directors and College Liability Insurance

The College will maintain adequate insurance to protect the College against loss because of fire, damage to College property, loss to other property, or general liability resulting as a responsibility of the College and its Board members or officers while acting on behalf of the College. College shall also indemnify and defend its officers, directors and board members to the fullest extent allowed by applicable law.

Appointment of Board Committees

Consistent with the Articles and Bylaws and any other applicable provisions of contract or law, the Board may appoint committees for any purpose deemed appropriate by the Board. In meeting and carrying out designated purposes, any such committee shall comply with any applicable legal or contractual requirements. Specifically, unless otherwise specified in Board by-laws, parent/teacher associations and/or parent committees shall be advisory only.

Board Election/Nomination Process

The Board shall carry out its election and nomination process consistent with the requirements of its Articles and Bylaws. Should the Articles and Bylaws not address any issue which may arise, the Board may adopt regulations which address such concerns. Should the Board wish to alter its election or nomination process, it must do so consistent with any requirements of the Bylaws, unless the Bylaws are revised.

Board Member Resignation

Board members may submit a resignation at any time during their term but should give due consideration, as to the timing of the resignation, concerning the impact the resignation may have upon the Board. While a resignation must be acknowledged by the Board at the next regularly scheduled meeting following notice of the resignation, assuming it may be properly agendized, a Board member's resignation need not be accepted by the Board. The resignation becomes effective once brought to the attention of the Board.

Board Member Removal from Office

A Board member may be removed from office by vote of two-thirds of the Board following a motion made in open session for the removal of the Board member. A motion to remove a Board member may not be made in closed session.

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Governance Framework

Board Policy #9

Vision

The Board ensures creation of a shared vision that promotes enhanced student achievement.

- The Board keeps the College's focus on the educational welfare of all students.
- The Board adopts a shared vision based on nondenominational religious and higher education beliefs to guide its education of its students.
- The Board ensures that the vision supports the College's mission, objectives, and goals for educations established by the Articles and Bylaws and according to applicable law.
- The Board ensures that the College vision expresses the present and future needs of the children and community.
- The Board demonstrates its commitment to the vision by using the vision to guide all board deliberations, decisions, and actions.

Structure

The Board provides guidance and direction for accomplishing the vision.

- The Board fulfills the statutory duties of the local board and upholds all laws, rules, ethical procedures, and court orders pertaining to Colleges and College employees.
- The Board focuses its actions on policymaking, planning, and evaluation.
- The Board adopts a planning and decision-making process consistent with state statute that uses participation, information, research, and evaluation to help achieve the College's vision.
- The Board ensures that the College's planning and decision-making process enables all segments of the community, students, parents, and professional staff to contribute meaningfully to achieving the College's vision.
- The Board develops and adopts policies that provide guidance for accomplishing the College's vision, mission, and goals.
- The Board adopts a budget that incorporates sound business and fiscal practices and provides resources to achieve the College's vision, mission, and goals.
- The Board adopts goals, approves student-performance objectives, and establishes policies that provide a well-balanced curriculum resulting in improved student learning.
- The Board approves goals, policies, and programs that ensure a safe and disciplined environment conducive to learning.

- The Board approves all substantive changes in the institution's purposes, policies, and programs prior to the implementation of any such changes. (This includes changes in institutional name, degree programs, purpose, organizational structure, and any other initiatives that would by national norms in higher education be considered as substantive).
- The Board oversees the management of the College by employing a director and evaluating the director's performance in providing education leadership, managing daily operations, and performing all duties as outlined in the Bylaws.
- The Board adopts policies and standards for hiring, assigning, appraising, and compensating College personnel in compliance with federal and state laws and rules.
- The Board promotes College board service as a meaningful way to make long-term contributions to God, the local community and society.

Accountability

The Board measures and communicates how well the vision is being accomplished.

- The Board ensures progress toward achievement of College goals through a systematic, timely, and comprehensive review of reports prepared by or at the direction of the director.
- The board is responsible for the quality and integrity of all College operations.
- The Board monitors the effectiveness and efficiency of instructional programs by reviewing reports prepared by or at the direction of the director and directs the director to make modifications that promote maximum achievement for all students.
- The Board ensures that appropriate assessments are used to measure achievement and educational outcomes of all students.
- The Board reviews College policies for effective support of the College's vision, mission, and goals.
- The Board reviews the efficiency and effectiveness of College operations and use of resources in supporting the College's vision, mission, and goals and is responsible for the financial stability of the institution as indicated in board minutes.
- The Board evaluates the director's performance annually in compliance with state laws and regulations.
- The Board annually evaluates its performance in fulfilling the board's duties and responsibilities, and the board's ability to work with College Administration as a team.

Advocacy

The Board promotes the vision

- The Board demonstrates its commitment to the shared vision, mission, and goals by clearly communicating them to the director, staff, and community.
- The Board ensures an effective two-way communication system between the College and its students, employees, the media, and the community.
- The Board builds partnerships with community, business, and governmental leaders to influence and expand educational opportunities and to meet the needs of students.
- The Board supports students by establishing partnerships between and among the College, parents, business leaders, local churches and other community members as an integral part of the College's educational program.
- The Board supports faculty in approving and reviewing the Academic Freedom policy. Such policy, outlined in the Faculty Handbook, allows College faculty to pursue truth and knowledge with full freedom while encouraging various points of views relating to the subject matter being taught.
- The Board leads in recognizing the achievements of students, staff, and others in education.
- The Board promotes College Board service as a meaningful way to make long-term contributions to the local community and society.

Unity

The Board works with the CEO to lead the College toward its vision.

- The Board develops skills in teamwork, problem solving and decision making.
- The Board establishes and follows local policies, procedures, and ethical standards governing the conduct and operations of the board.
- The Board understands and adheres to laws and policies regarding the board's responsibility to set policy and the director's responsibility to manage the College and to direct employees in College and campus matters.
- The Board recognizes the leadership role of the CEO, board chair and president and adheres to law and local policies regarding the duties and responsibilities of the CEO and other officers.
- The Board adopts and adheres to establishes policies and procedures for receiving and addressing ideas and concerns from students, employees, and the community.

- The Board makes decisions as a whole only at properly called meetings and recognizes that individual members have no authority to take individual action in policy or College and campus administrative matters.
- The Board supports decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions.

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Conflicts of Interest Policy

Board Policy #10

The purpose of the conflict of interest policy is to protect the corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of one of its officers or directors, or that might otherwise result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable California and federal laws governing conflict of interest applicable to nonprofit and charitable corporations and is not intended as an exclusive statement of responsibilities.

A) Definitions:

Unless otherwise defined, the terms used in this section have the following meanings:

1. "Interested Persons" – Any director, principal officer, or member of a committee with governing Board delegated powers, which has a direct or indirect financial interest, as defined below, is an interested person.
2. "Financial Interest" – A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - (a) An ownership or investment interest in any entity with which the Corporation has a transaction or arrangement;
 - (b) A compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement; or
 - (c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial may have a conflict of interest only if the appropriate governing Board or committee decides that a conflict of interest exists.

B) Procedures:

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors, who are considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the interested person shall leave the Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists.

3. Procedure for Addressing the Conflict of Interest

In the event that the Board determines that a proposed transaction or arrangement presents a conflict of interest, the Board shall take the following actions:

- (a) An interested person may make a presentation at the Board meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- (b) The Chairperson of the Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- (c) After exercising due diligence, the Board shall determine whether the Corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- (d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Corporation's best interest, for its own benefit, and whether it is fair and reasonable. It shall make its decision as to whether to enter into the transaction or arrangement in conformity with this determination.

4. Violations of the Conflict of Interest Policy

If the Board has reasonable cause to believe an interested person has failed to disclose actual or possible conflicts of interest, it shall inform the interested person of the basis for such belief and afford the interested person an opportunity to explain the alleged failure to disclose. If, after hearing the interested person's response and after making further investigation as warranted by the circumstances, the Board determines the interested person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

5. Records and Procedures: The minutes of the Board and shall contain:

- (a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed.
- (b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

6. Annual Statements

Each director, principal officer and member of a committee with Board-delegated powers shall annually sign a statement which affirms such person:

- (a) Has received a copy of the conflict of interest policy;
- (b) Has read and understands the policy;
- (c) Has agreed to comply with the policy; and
- (d) Understands the Corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities, which accomplish one or more of its tax exempt purposes.

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Dissolution of the College

Board Policy #11

In the event of dissolution of the College, the Board or its designee shall ensure compliance with state and federal law applicable to not for profit organizations, its bylaws or any other requirement.

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Entered

California Preparatory College

Mission Statement

California Preparatory College exists to provide affordable higher education in a Christian environment, focusing on rigorous academics and life skills in preparation for the student's continued education, job placement and service to humanity

Institutional Learning Outcomes

California Preparatory College (CPC) institutional learning outcomes are the overarching learning outcomes that reflect CPC's mission statement. They serve as a guide in the development of student learning outcomes for programs, courses, and administrative services.

The following institutional learning outcomes reflect the understandings and skills that students will obtain at CPC.

Upon completion of the CPC program, students will be able to:

- Analyze, synthesize and evaluate various forms of information
- Demonstrate effective oral and written communication
- Demonstrate their commitment to service through participation in activities that serve the needs of individuals
- Propose resolutions to current societal challenges in the context of Christian principles
- To understand the components that contribute to personal spiritual maturity
- To understand the dynamics of personal spiritual maturity