

Community College *of* Philadelphia

OFFICE OF ACADEMIC AFFAIRS MEMORANDUM

TO: College Community
FROM: Judith Gay
DATE: September 12, 2006
SUBJECT: Temporary Evening/Weekend Administrator

As the College works toward the strategic direction of increasing enrollment opportunities in the evening and on weekends, it is important to identify ways to provide the support necessary to make those opportunities more viable. For Fall 2006, Academic Affairs has a temporary Evening/Weekend Administrator. I am pleased to announce that Harold Vincent, who most recently was responsible for the Evening Standard High School program at the College, agreed to serve in this capacity on the main campus for the semester. Key responsibilities include: work in cooperation with other evening personnel to ensure effective academic operations; interpret and apply existing College policies and regulations; document compliance with published schedule of classes. He is reporting to Claudette Dia-Taylor, Acting Dean for Adult Community Education.

Mr. Vincent's office is in the Winnet Building (S3-03). He can be reached by phone (X8311) or email (hvincent@ccp.edu). His hours for the semester are: Tuesday through Friday, 1:30 – 9:00 p.m. and Saturday 8:00 a.m. – 3:30 p.m.

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