

# Community College *of* Philadelphia

## OFFICE OF ACADEMIC AFFAIRS MEMORANDUM

**TO:** College Community  
**FROM:** Judith Gay  
**DATE:** January 23, 2007  
**SUBJECT:** Temporary Evening/Weekend Administrator

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I am pleased to announce that Harold Vincent will continue to serve as Temporary Evening/Weekend Administrator 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 me for the semester.

Mr. Vincent's office is in the Winnet Building (S3-03). He can be reached by phone (X8311) or email ([hvincent@ccp.edu](mailto:hvincent@ccp.edu)). In general, 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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