

**PROFESSOR KELLY O'CONNOR**

**koconnor@hcc.edu**

**(413) 552-2315/ (413) 210-3427**

**HIGHER EDUCATION EXPERIENCE**

**TENURED PROFESSOR OF BUSINESS AND LAW**

Holyoke Community College, Holyoke, Massachusetts

Fall 2000 - Present

Teach the following Business and Law courses: LAW 211 (Business Law), LAW 218 (Employment Law), MGT 231 (Human Resource Management); BUS 113 (Business Ethics)

Developed and integrated *Ethics in Business and Ethics in Law* instructional modules into courses identified above; integrate general education skills (critical thinking, knowledge of diversity, quantitative reasoning, information literacy and communication) into all courses identified above

Collaborated with faculty in other disciplines to develop and instruct interdisciplinary learning communities; team-taught interdisciplinary Honors Colloquium and Learning Community courses such as "Corporate Crimes and Misdemeanors" (a critical examination of ethics in business) and "Justice for All" (an examination of "justice" as that term is understood in both law and ethics)

Teach in on-line and web-assisted formats using Moodle and BBL

Provide broad range of advising services to HCC students per semester

Serve as Chair of HCC Sabbatical Committee (2008-Present)

Serve as Member of HCC Faculty Council (2016-Present)

Coordinate HCC Business Advisory Board Law Panel (2000 - Present)

Act as faculty liaison with area judges and attorneys at law who serve on HCC Business Advisory Board, which provides ongoing feedback and advice to faculty in business, law and accounting

Serve as Co-Coordinator of Leadership Holyoke Program, a collaborative initiative sponsored by HCC and the Holyoke Chamber of Commerce providing employers in the Pioneer Valley of Massachusetts with a training program to develop leadership skills and volunteerism in their employees (2000-Present)

Served as Faculty Leader of HCC's First Year Experience Design Team, a college-wide initiative promoting a successful first year college experience to HCC students (Fall 2011-2013)

Served as Vice Chair of HCC College Senate (2005-2006)

Co-Chaired HCC's 2005 NEASC (New England Association of Schools and Colleges) Five Year Interim Accreditation Report

Chaired HCC's 2010 NEASC Accreditation Self-Study (Standard Three)

Chaired Search Committees for (1) Vice President of Academic Affairs and Student Services (2019); (2) Vice President of Academic Affairs (2016); (3) Dean of Business (2014); (3) faculty member of Hospitality and Culinary Arts (2002); (4) faculty member for Business and Accounting (2005 and 2018).

Served as member of search committees for (1) Vice President of Business and Community Services (2008); (2) HCC Comptroller (2011) and (3) Sociology faculty position (2005)

Served as Faculty Co-Advisor to Harold Grinspoon Charitable Foundation Entrepreneurship Initiative, a non-profit consortium of 12 area colleges whose central mission is to promote entrepreneurship in the Pioneer Valley of Massachusetts by educating, supporting and rewarding students who demonstrate meaningful entrepreneurial spirit (2004-2009)

**DEPARTMENT CHAIR**, Business Administration Department  
Holyoke Community College, Holyoke, Massachusetts  
(2004 – 2009; 2012; 2018-Present)

Assist in the recruitment and orientation of new instructional staff; Advise on the instructional competency of all applicants for vacant positions within the department; Submit preferred subject matter preparation and class schedule of full-time unit members within the department; Assist in the implementation of evaluation processes; Encourage faculty to develop new methods of instruction; Develop reports and accreditation materials required by governing or accrediting agencies (NECHE); Participate in the formulation and implementation of the department's budget; Cooperate with the President of the College or the President's designee in the development, dissemination and implementation of Board of Higher Education/College policy, regulations and procedures; Facilitate cooperation with other program areas and/or departments, learning resources, student services and administrative services within the College; Participate in scheduled meetings with other chairs and the division dean; Facilitate regularly scheduled department meetings; Participate in the development of annual program goals based on

annual department report; Implement Academic Program Reviews as set by Academic Affairs rotating calendar; Draft and submit department's year-end report; Participate in department's achievement of college-wide general education student learning outcomes; Lead departmental process of assessing student learning outcomes; Coordinate and initiate transfer agreements; Advise on new models for scheduling, staffing, and delivery of learning services; Assist in the staffing of all sections of courses offered by the department.

**LECTURER, Isenberg School of Management**

University of Massachusetts, Amherst, Massachusetts

Fall 2011 - Present

Teach 1-2 sections of **Introduction to Law (MGMT 260)** per semester

**VISITING LECTURER, Smith College, Northampton, Massachusetts**

Summer 2002

Developed and team-taught interdisciplinary learning community entitled "Banned in the USA: Censorship and the US Constitution" for Community College Connections, a summer program designed to introduce gifted community college students to the liberal art college experience

**INSTRUCTOR, American Institute of Banking (Center for Financial Training)**

Fall 1999 - Spring 2000

Taught Law and Banking: Applications; Law and Banking: Principles

**PROFESSIONAL EXPERIENCE**

**LAW OFFICE OF THOMAS M. O'CONNOR, Southampton, MA**

**January 1998 to Present**

Assist in all areas of local practice, including real estate conveyance document preparation and all stages of civil litigation matters; counsel 21C Consultancy, a British consulting firm, on matters of US law including regulatory compliances, banking law, asset protection, contracts and litigation avoidance; advise 21C Consultancy founding partner on dispute resolution, landlord tenant matters and real estate conveyances; prepared professional development workshop on Massachusetts Sexual Harassment Law (MGL c 151 B, MGL c 12 S11H; 11I) for all levels of municipal employees of City of Chicopee, including specific training for city managers.

**LEADERSHIP HOLYOKE, Holyoke, MA**

**2000-Present**

**Coordinator** of municipal leadership program. In collaboration with City of Holyoke Chamber of Commerce, develop and deliver executive education workshops, including "Diversity and Inclusion in the Workplace," "Board Skills and Roberts Rules of Order," "Municipal and State Laws Impacting Business in the Pioneer Valley," "Health Care Trends and Laws and their Impact on Economic Development;" interface regularly with members of the business, legal and political community relative to all areas of programmatic development and delivery.

## **“FINANCIAL LITERACY IN THE NEW MILLENIUM”**

2014-2015

Authored and presented lecture/workshop through federally funded grant program on financial literacy with specific emphasis on laws and regulations designed to protect assets and promote financial security.

## **“BULLYING IN THE WORKPLACE”**

2014-2015

Authored and presented lecture/workshop through federally funded grant program on this emerging workplace issue with specific emphasis on MGL c 265 s 43A and MGL c 71.

## **HAROLD GRINSPOON CHARITABLE FOUNDATION ENTREPRENEURSHIP INITIATIVE, Springfield, MA**

**Faculty Advisor 2004-2009; HCC Faculty Supporter 2004-Present**

Provide support to Harold Grinspoon Charitable Foundation Entrepreneurship Initiative, a non-profit consortium of 12 area colleges whose central mission is to promote entrepreneurship in the Pioneer Valley of Massachusetts by educating, supporting and rewarding students who demonstrate meaningful entrepreneurial spirit; provided over 50 local entrepreneurs with business and legal support (including training in legal matters relative to start-up businesses and operations management skills); developed hands on workshop entitled “Top Trends in Pioneer Valley Business” to assist entrepreneurs in tailoring business plans to growing trends; assist HCC students in development of business plans with specific emphasis on legal aspects of starting a business.

## **5 DILLON, LLC, Holyoke, MA**

**2009-2012**

**Founding Partner**

Founded and managed all aspects of successful start-up retail business, including licensing, LLC formation, bookkeeping and accounting, sales tax satisfaction, marketing and public relations and operations management; managed all aspects of partnership dissolution and sale of business.

## **DORSEY & WHITNEY LLP, New York, NY**

**December 1995 to January 1998**

**Associate Attorney** with extensive experience in business litigation; advised banks and other financial institutions in regulatory compliance matters; handled all aspects of litigation defense of banks, insurance companies and commodities and securities firms; represented individuals in estate probate matters, including will contests; served as Managing Editor and lead contributor of the *Dorsey & Whitney LLP Financial Services Newsletter*, a quarterly publication directed to the financial services industry

## **TOWNLEY & UPDIKE, New York, NY**

**September 1992 to December 1995**

**Associate attorney** with extensive experience representing commercial clients in all aspects of business law, including litigation, drafting contracts, and advising on regulatory compliance matters; represented a variety of *pro bono* clients in civil rights matters; served as Associate Member, Townley & Updike Partner-Associate Liaison Committee; served as Managing Editor

and lead contributor of the *Townley & Updike Financial Services Newsletter*, a quarterly publication directed to the financial services industry

### **PUBLISHING EXPERIENCE**

**MANAGING EDITOR AND LEAD CONTRIBUTOR**, *Dorsey & Whitney LLP Financial Services Newsletter*, a quarterly publication on topics of interest to financial services institutions.  
**1995-1998**

**MANAGING EDITOR AND LEAD CONTRIBUTOR**, *Townley & Updike Financial Services Newsletter*, a quarterly publication on topics of interest to financial services institutions.  
**1993-1995**

**ASSOCIATE EDITOR**, *Fordham Law Review*  
1991-1992

### **EDUCATION**

Fordham Law School, New York, New York  
Juris Doctor, May 1992

Honors: ***Fordham Law Review***, Member 1990-1991; **Associate Editor** 1991-1992

Fordham University, Bronx, New York  
Bachelor of Arts, History, May 1989  
Honors: **Dean's List** 1987-1989