

# Fulbright Business Operations Center (FBOC) Contact Sheet

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## Budget and Planning Team (Email: askarsc@uark.edu)

Phyllis Wingate

Director of Budget and Planning

[pwingate@uark.edu](mailto:pwingate@uark.edu), 575-2195

- Position budget templates updates – ARSC and ART
- College position budgets and salary savings tracking
- Annual budget cycle processing



Lana Aiken

Budget and Planning Manager

[laiken@uark.edu](mailto:laiken@uark.edu)

- Position budget templates updates – Dept BUs starting from A to J (except ARSC and ART)
- Department position budgets and salary savings tracking
- Position budget allocations
- Payroll costing allocations (PCA)
- Payroll accounting adjustments (PAA)



Sherry Sparks

Budget and Planning Manager

[ssparks@uark.edu](mailto:ssparks@uark.edu)

- Position budget templates updates - Dept BUs starting from K to Z
- Department position budgets and salary savings tracking
- Position budget allocations
- Payroll costing allocations (PCA)
- Payroll accounting adjustments (PAA)



Jason Waddell

Associate Director of Fiscal Operations

[jwaddell@uark.edu](mailto:jwaddell@uark.edu), 575-8462

- Summer and intersession administration
- Global Campus administration
- Graduate Assistant administration
- Payroll administration



Zoe Keller

Fiscal Operations Manager

[zckeller@uark.edu](mailto:zckeller@uark.edu)



- Global Campus workloads and revenue distributions
- Graduate Assistant administration
- Seating of GAs, tuition waiver reconciliation, DDF/DAF GA reconciliations
- Payroll costing allocations (PCA)
- Payroll accounting adjustments (PAA)
- Monitors [askarsc@uark.edu](mailto:askarsc@uark.edu)

Thiri Zaw

Graduate Assistant and Payroll Accounting Coordinator

[thirizaw@uark.edu](mailto:thirizaw@uark.edu)



- Graduate Assistant administration
- Seating of GAs, tuition waiver reconciliation, DDF/DAF GA reconciliations
- Payroll administration
- Monitors [askarsc@uark.edu](mailto:askarsc@uark.edu)

Charli Coats

Payroll Coordinator

[cscotts@uark.edu](mailto:cscotts@uark.edu)



- Summer teaching and intersession pay
- Summer research pay
- Extra compensation and unit pay processing
- Payroll administration
- Monitors [askarsc@uark.edu](mailto:askarsc@uark.edu)

## **Business Operations Team (Email: arscbsvc@uark.edu)**

**Lisa Carter**

**Director of Business Operations**

[llcarter@uark.edu](mailto:llcarter@uark.edu), 387-3846



- Business Services administration
- Cell Phones Administrator
- Procurement contracting
- Workday travel transactions approval
- Non-IT assets management

**Sara Hughes**

**Business Operations Manager**

[skh004@uark.edu](mailto:skh004@uark.edu), 575-3148



- Business Services shared services administration
- Purchasing
- Travel
- P-Cards
- Procurement contracting

**Kailyn Fish**

**Business Operations Coordinator**

[kfish@uark.edu](mailto:kfish@uark.edu)



- Business Services support for Fulbright Programs
- Special events
- Finance website management
- Dean's office purchasing and travel

**Ashish Asthana**

**Business Services Analyst**

[aasthana@uark.edu](mailto:aasthana@uark.edu)



- Business Services shared services administration
- Purchasing
- Travel
- P-Cards

**Rowan Fletcher-Gibbs**

**Business Services Coordinator**

[rowanf@uark.edu](mailto:rowanf@uark.edu)



- Shared services functional areas in business services
- College-wide training directed toward business services
- Departmental business services processing backup
- Dean's office purchasing and travel (backup)

**Data Analytics and Insights Team (Email: askarsc@uark.edu)**

**Vacant**

**Director of Data Analytics and Insights**



- Data Collection and Extraction
- Data Analysis
- Data Modeling Visualization
- Business Intelligence Solution
- Space Data Management
- Develop and Maintain Reports

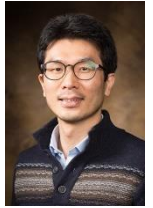
## Financial Administration Team (Email: askarsc@uark.edu)

### **Sungyoung Lee**

Director of Financial Administration

[sl013@uark.edu](mailto:sl013@uark.edu), 575-7968

- Budgeting and Forecasting
- Funding commitments
- Year-end closing activities
- Financial analysis and reporting
- Journal entries
- Internal control and auditing



### **Angela Bolinger**

Associate Director of Financial Administration

[adj11@uark.edu](mailto:adj11@uark.edu)

- School of Art financial administration
- School of Art financial reporting
- School of Art financial oversight
- School of Art transaction audits and approvals



### **Candace Croseford**

Associate Director of Financial Operations

[ccrosefo@uark.edu](mailto:ccrosefo@uark.edu), 387-3898

- Budget checks
- Worktags management
- Workday transactions audit and approval
- Financial analysis and reporting
- Accounting entries



### **Dawn Adamson**

Accounting Manager

[dadamson@uark.edu](mailto:dadamson@uark.edu)

- Budget checks
- Workday transactions audit and approval
- Accounting entries
- Financial analysis and reporting



## Grant and Gift Administration Team (Email: arscgg@uark.edu)

Kim Gillow

Director of Grant and Gift Administration

[kdaling@uark.edu](mailto:kdaling@uark.edu), 575-3709

- Grant accounting administration
- Gift accounting administration
- Cost shares
- Grant and gift faculty and staff training
- Year-end accounting



Kristen Young

Assistant Director of Gifts and Awards Administration

[kkyoung@uark.edu](mailto:kkyoung@uark.edu)

- Gift accounting administration
- Endowed Chairs and Professorships – questions and reporting
- Fellowships



Elizabeth Reaves

Associate Director of Grant Administration

[reaves@uark.edu](mailto:reaves@uark.edu)

- Grant accounting administration
- Efforts certification
- Summer research pay tracking



Vacant

Sr Grant Accounting Manager

- Sponsored programs activities
- Managing grant salary savings
- Post award accounting
- Grant management
- Financial and project reporting



**Jennifer Colonna**

**Grant and Service Manager**

[jquinton@uark.edu](mailto:jquinton@uark.edu), 575-5298

- Service centers accounting
- Start-up and RIF administration
- Internally funded grants and awards
- Post award accounting



**Meshell Wade Clark**

**Grant Accounting Manager**

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- Sponsored programs activities
- Effort certification
- Post award accounting
- Grant management
- Financial and project reporting



**Rose Rainey**

**Grant Accounting Manager**

[er048@uark.edu](mailto:er048@uark.edu)

- Sponsored programs activities
- Effort certification
- Post award accounting
- Grant management
- Financial and project reporting
- Summer research pay administration



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