

# Fulbright Business Operations Center (FBOC) Contact Sheet

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## Budget and Payroll Administration Team (Email: [askarsc@uark.edu](mailto:askarsc@uark.edu) and [arscpaa@uark.edu](mailto:arscpaa@uark.edu))

**Phyllis Wingate**

Director of Budget and Payroll Administration

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

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



**Lana Aiken**

Budget Manager

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

- Position budget – Non-GAs
- Department position budgets and salary savings tracking
- Position budget allocations



**Sherry Sparks**

Budget Manager

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

- Position budget - GAs
- Department position budgets and salary savings tracking
- Position budget allocations



**Jason Waddell**

Associate Director of Payroll Administration

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

- Payroll administration
- Payroll costing allocations (PCA)
- Payroll accounting adjustments (PAA)
- Monitors [askarsc@uark.edu](mailto:askarsc@uark.edu)



**Charli Coats**

**Payroll Coordinator**

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



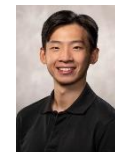
**Business Intelligence and Optimization Team (Email: askarsc@uark.edu)**

**Patrick Kwok**

**Director of Optimization and Business Intelligence Developer**

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

- Technology advancement
- Content management
- Business Intelligence Solution
- Creative innovation
- Process Optimization



**Rafael Zamora**

**Operations Optimization Project Manager**

[Rmz001@uark.edu](mailto:Rmz001@uark.edu)

- Project management
- Process optimization
- Processes and workflows
- Data collection and management
- Space data management and utilization



**Vacant**

**Business Intelligence Project Manager**

- Project management
- Process optimization
- Processes and workflows
- Technology advancement
- Business Intelligence Solutions



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

Ryan Cochran

Director of Data Analytics and Insights

[rcc003@uark.edu](mailto:rcc003@uark.edu)

- Data analysis and insights
- Strategic assessments
- Data modeling visualization
- Reporting and business insights
- Interpret data



**Vacant**

**Data Analytics Analyst**

- Data modeling visualization
- Data reporting and training
- Develop and maintain reports



## 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
- Dean's office purchasing and travel



**Rowan Fletcher-Gibbs**

**Business Services Lead**

[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)



**Marija Srbinovski**

**Business Services Analyst**

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

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



**Jadon North**

**Business Services Specialist**

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

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



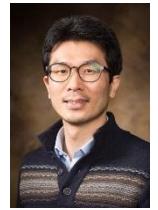
## Financial Administration Team (Email: askarsc@uark.edu)

### **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



Zoe Keller

Fiscal Operations Manager

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



- Global Campus workloads and revenue distributions
- Summer and Intersessions Workloads
- Graduate Assistant administration
- Seating of GAs, tuition waiver reconciliation, DDF/DAF GA reconciliations

**Thiri Zaw**

Graduate Assistant and Fiscal Coordinator

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



- Graduate Assistant administration
- Seating of GAs, tuition waiver reconciliation, DDF/DAF GA reconciliations
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## 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

Kevin Harvey

Accounting Operations Manager

[Kh147@uark.edu](mailto:Kh147@uark.edu)



- Service centers accounting
- Start-up and RIF administration
- Financial and project reporting
- Monitoring [arscgg@uark.edu](mailto:arscgg@uark.edu)

**Meshell Wade Clark**

**Grant Accounting Manager**

[mlwade@uark.edu](mailto:mlwade@uark.edu), 575-6703



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

**Liz Pommier**

**Grant Accounting Manager**

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



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

**Rochelle Allen**

**Grant Accounting Manager**

[rla018@uark.edu](mailto:rla018@uark.edu)



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

**Amy Petty**

**Gift Accounting Manager**

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



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

**Updated 06/01/2024**

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