College of Education Business Services

Business Services Team

C. J. Keudell, Assistant Dean for Financial Affairs

Budgets, commitments, money management, sweeps, administrative fee charge-backs, indirect cost return, facilities, DPAC.

512-471-7905

Barbara Morris, Administrative Services Officer II (Finance Officer)

Travel, entertainment and OOEFS, APS/PBS agreements, cash advances, keys, co-sponsorships, affiliation and program agreements, records management, Student Affairs budgets and oversight, US News & World Report financial data.

bmorris@austin.utexas.edu

512-475-9028

Angie Hoffman, Administrative Services Officer II (HR Officer)

HR - faculty, staff, student; endowments, electronic office management, account reconciliation and certification.

angie.hoffman@austin.utexas.edu

512-232-1199

Karla Steffen, Senior HR Coordinator

Human Resources

ksteffen@austin.utexas.edu

512-471-0800

Please send all approval requests and general inquiries to COEApprovals@austin.utexas.edu.