



**OKLAHOMA**  
**Office of Management  
& Enterprise Services**

**MEETING TITLE:** STATE USE ADVISORY COUNCIL SPECIAL MEETING

**DATE:** September 30, 2025

**TIME:** 10:00am CST

**LOCATION:** ODOT Training Center, Buffalo A Conference Room 5307 NE 122nd St, OKC, OK 73131

**MINUTE TAKER:** Cristi Cole (State Purchasing Director Designee)

**QUORUM STATUS:** Quorum Present (6 of 6 members present)

**NEXT MEETING:** December 3, 2025, 10am

**AGENDA POSTED:** Will Rogers Building bulletin board outside door entry on September 28, 2025 10am  
2401 N. Lincoln Blvd., Oklahoma City, OK 73105

**REVIEW OF PREVIOUS MINUTES**

**I. Roll Call and Attendance:**

- **Council Members Present:** Tracy Osburn (OMES Director Designee), Tracy Brigham (DRS Director Designee), Mark Claunch (Senate President Pro Tem Designee), Frank Stone (House Speaker Designee), Lindsey Kanaly (OKDHS Director Designee), Cristi Cole (State Purchasing Director Designee)
- **State Staff Present:** Elizabeth Base (OMES Legal Counsel) and Lesli Bajema, (OMES Director of Category Management), Ryan Gold (Category Manager)

**II. Formal Proceedings and Information Items**

- 1) Call to Order
  - a) Ryan Gold, called the meeting to order at 10:10am CST.
- 2) Review of Previous Minutes
  - a) As this was the inaugural meeting of the State Use Advisory Council, there were no previous minutes to review or approve. This item was bypassed.
- 3) Council Business / Information Items
  - a) Cristi Cole presented the following:
    - i) The addition of 9 new categories for the State Use (SU) Program.
    - ii) The proposed New Procurement Schedule.
    - iii) Updates to the SU website to ensure all program information is current and accessible.
    - iv) The need to update the SU Exception Form.

- v) A request for videos from SU suppliers to share success stories for upcoming presentations.
  - vi) An upcoming SU supplier site visit to Dale Roger Training Center.
- b) Ryan Gold shared the following updates for information only:
  - i) The return of Staples Advantage for Office Supply ordering.
  - ii) A description of the functional role of the State Use Administrator.
- 4) Information on Naming a Chairperson
  - a) Discussion: The role and responsibilities of the Chairperson were described (running the meeting and being in charge).
- 5) Feedback and Upcoming Opportunities
  - a) Council Member Mark Claunch shared feedback resulting from various Q&A sessions.
  - b) Council Member Cristi Cole shared upcoming opportunities (information only):
    - i) CPO II Training: SU suppliers will be invited to attend and set up their table for interaction with agencies.
    - ii) Economic Study: A meeting with the OSU College of Business is scheduled to assess their fit for conducting an economic study for the State of Oklahoma.

### **III. Next Steps and Adjournment**

- 1. Future Agenda Items / Results of the Votes
  - a. Action / Decision (2026 Meeting Dates): Unanimous vote to recommend that the Council discuss and vote on the 2026 SU Advisory Council Meeting dates at the next meeting.
  - b. Action/Decision (Public Comments): Unanimous vote to add Public Comments as a formal standing item on the agenda for the December 3, 2025 meeting and all subsequent meetings.
  - c. Action/Decision: Unanimous vote to place the Election of the Chairperson on the agenda for a formal vote at the December 3, 2025, meeting.
  - d. Action Item: Council Members were requested to email Cristi Cole with any ideas or submissions for the December 3, 2025, agenda.
- 2. Adjournment
  - a. Motion: A motion to adjourn was made by Ryan Gold.
  - b. Second: The motion was seconded by unanimous vote.
  - c. The meeting was adjourned at 10:29am CST