

The Bike Project

of Urbana-Champaign 

www.thebikeproject.org

To: Director of Sustainability and Transportation
Morgan Johnston
University of Illinois at Urbana-Champaign
Facilities & Services Physical Plant Service Building
1501 South Oak Street
Champaign, IL 61820

July 10, 2012

RE: Revisions of Facility Use Agreement

Dear Morgan,

The Bike Project of Urbana-Champaign (TBP) is proud of the success of the do-it-yourself (DIY) teaching bicycle repair shop Campus Bike Project (referred to herein as “campus shop”), which it has operated on the University of Illinois (UI) campus from March 2010 until May 2012 (see attached Grant application for a list of accomplishments and success metrics). TBP continues to operate its Downtown Urbana shop, in successful operation since 2006. We have accumulated significant experience and organizational wisdom on operating a volunteer-managed cooperative bicycle repair shop. The fully functioning and successful campus shop is the product not only of TBP organizational abilities, but also a strong working relationship with many TBP volunteers in collaboration with Facilities and Services and funding from the Student Sustainability Committee. We are pleased and excited that the University recognizes the value of prioritizing bicycling in the campus community and would like to continue developing this collaboration.

Up to now, day-to-day function and operational management of the campus shop location has been under the control and daily attention of the TBP Steering Committee. While we have been pleased with the successful management of the university employees in the campus shop by Facilities and Services during the previous three academic years, we recognize how additional clarity in the operational procedures enacted by the TBP in the campus shop can be helpful. TBP is interested in continuing the successful function of the campus shop location while achieving a balanced collaboration with the University regarding its management and operation.

For this model University-partnership program to enjoy continued success the TBP Steering Committee suggests inclusion of the following provisions in the updated Facility Use Agreement:

1. The University shall continue to provide a rent-free location for the campus shop. Provided space shall include HVAC systems which will maintain acceptable working conditions.
2. The campus shop employee positions funded by the University (in full or in part) are considered University employees. Management of University campus shop employees will be accomplished by the designated UI representative(s). Campus shop employees funded in full by TBP are considered TBP employees, and will be managed by TBP Steering Committee.
3. Supervisory oversight and planning meetings of campus shop employees will occur weekly at regularly scheduled times and participants will include the designated UI representative(s) and designated TBP Steering Committee members.
4. TBP and the University will coordinate operational management of the campus shop. Management decisions regarding policy and staffing changes will be discussed and agreed upon during a meeting with the designated UI representative(s) and designated TBP Steering Committee members before action is taken.
5. Participation in any UI-requested campus events will be reviewed and approved by designated

- TBP Steering Committee members and scheduling commitments will be dependent upon availability of volunteers.
6. All communications in writing between UI representative(s) and campus shop manager will be relayed in a timely manner through TBP Steering Committee email.
 7. TBP will review and report campus shop operation metrics quarterly, and these records will be provided upon request. All UI policies will be followed as we collaborate on related or additional projects, functions, and events involving shared interests or mutual benefit.
 8. Keys to the campus shop location will be distributed to designated TBP Steering Committee members only. TBP retains the ability to staff the Campus shop with its own staff as needed.
 9. TBP maintains an inventory of new parts for purchase in the campus shop. TBP will maintain appropriate repair equipment and tools in working order. All inventory and equipment including used bicycles will remain the property of TBP.
 10. The campus shop manager will codify operational procedures and develop documents to assist the functional development of the campus shop and these procedures and operations will be protected by a Creative Commons license.
 11. Specific programming to improve bicycle education may be developed and offered as a service for a fee to campus units. In some cases, these programs may be provided free of charge.
 12. The campus shop manager is employed for 40 hours a week. The campus shop location will be open to the public for 30 hours, the remaining 10 hours are allotted for shop upkeep, meetings, publicity, report creation, and program development which may be used to increase the visibility of the campus shop location and serve the greater Urbana-Champaign community.

The TBP Steering Committee looks forward to advancing a more educated view of the complexities involved in operating a volunteer-managed cooperative bicycle repair shop. The knowledge we have from our years of experience plays a crucial role in successful shop operations.

TBP is keen to avoid the scenario of the campus shop attempting operations without the level of work TBP Steering Committee has daily put into managing the shop, whether this work in the future is performed by TBP Steering Committee or by others. Our years of experience show us that there are simply too many tasks and too much work required here – in too many areas of hard-won expertise – to rationally expect successful shop operations with the management plan recently proposed in “Intent to Cancel and Revise Agreement” (letter, June 22, 2012). Some of the details of shop operation under TBP Steering Committee are laid out in the attached SSC Grant application (see page 4).

With the addition of the above provisions, TBP and the University are assured of continuing and expanding the record of successful achievements of the campus shop, while further improving University collaborations in the community.

Sincerely,
Steering Committee, The Bike Project of Urbana-Champaign

Phil Graff	Barry Isralewitz	Susan Jones
Rose Kaczmarowski	Miles Lincoln	Todd Spinner
Carl Stewart	Kai Van Horn	