

TO: Institutional Planning Committee

FROM: Robert Gutierrez
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DATE: January 30, 2021

RE: Follow-up Regarding Renaming CSM Parking Lots: February 3, 2021, Agenda Item #6

Removing the existing names has already been decided.

Pending Question: Do we rename the parking lots with numbers or letters?

Options	Pros	Cons
Option 1: Remove existing names and maintain existing numbering scheme. Remove the current names and maintain the existing numbers (sequence and format) as currently numbered	<ul style="list-style-type: none">▪ Maintains some consistency with the current environment.▪ No need for current and former faculty, staff, and students to learn a new naming convention.	<ul style="list-style-type: none">▪ Could create confusion for guests and staff since existing parking lots don't match building numbers▪ There are inherent issues with the existing lot numbers such as non-consecutive numbering, multiple lots with the same numbers that are physically separate from each other
Option 2: Remove existing names and create a new numbering scheme. Renummer parking lots so that the numbers are in consecutive order around the campus.	<ul style="list-style-type: none">▪ User friendly for future employees and guests▪ Provides improved consistency	<ul style="list-style-type: none">▪ Could cause confusion for current and former faculty, staff and students when referring to lots by new numbering versus legacy numbering
Option 3: Remove existing names and create a new alpha letter naming scheme. Replace numbers with letters.	<ul style="list-style-type: none">▪ Removes the confusion created by the existing format where existing parking lot numbers don't match building numbers	<ul style="list-style-type: none">▪ Would be a significant departure from what current and former faculty, staff and students are familiar with and could take some getting used to
Recommendation Option 3: Shifting to an alpha lettering scheme as outlined in Option 3. Minimizes potential confusion for current and former faculty, staff and students Gets us better set up for the long-term future		