Systems Council AdCom Meeting
April 18-19, 2013
Hyatt Regency Grand Cypress
Orlando, FL, USA

Attendees: Bob Lyons, Bob Rassa, Paolo Carbone, Steve Holt, Rich Hochberg, Jose Maria Azorin, Bill Semancik, Ian Hiskens, Jian Sun

Non-voting attendees: Vincenzo Piuri, Lazlo Koczy, Judy Scharmann

Telecon: Stephanie White, Roger Oliva, Mark Montrose

All presentation for this meeting can be found at:
http://ieeesystemscouncil.org/documents/adcom-meeting-minutesdocuments/2013-spring

We have an established quorum.

Intro and Review Agenda – Lyons
Bob Lyons discussed the 5-year review. SRC was very positive.

Review and approve Minutes – White/Scharmann
MOTION: Bob Rassa moved that we accept the minutes of the September 2012 meeting as written. Bill Semancik 2nd. Motion passed. M-0093

Review Action Items
Judy reviewed open action items, closed and made notations as appropriate.

Publications/Journals – Carbone/Piuri (see presentation)
It is clear from our submissions to the Journal that we are going to have to increase our page count. The submissions have gone consistently up. We currently have a large cue of accepted but unpublished papers. Vincenzo is working hard to reduce that. It was suggested that we may need to go to 6 issues per year instead of 4 issues. We have a lot of quality papers.

ACTION ITEM: Judy Scharmann - Put a blurb on the website about extending a conference paper to a journal paper. Get wording from Paolo. Post the general requirements. AI-0225

The 50% acceptance rate was discussed. Some thought that it was too high. We need to get it to 40%. This is a high-quality journal. 50% is the average from the beginning of the journal, so it may be a little lower now.

ACTION ITEM: Paolo Carbone - Contact Fran Zappula and find out how to estimate the costs of extra pages. AI-0226

Paolo will get advice from others on the AdCom to get a correct strategy. Ian and Jian Sun (also an EiC) will work with Paolo.

MOTION: Paolo Carbone moved that the Systems Council financially sponsor the IEEE Transactions on Big Data by as much as 10%. 2nd Bob Rassa. M-0094

Discussion: Ultimately, this will make money. Can we make this decision without knowing the financial situation? There was a side discussion about the contribution from the member societies. The member reps can take this message back to their AdComs and let them know the support is still needed. John Barr suggested that we do not change this at this point in time.

Vote: Motion passed unanimously.

MOTION: Paolo Carbone moved that the Systems Council technically co-sponsor the Cloud Computing Magazine and the Big Data Magazine. Ian Hiskens 2nd. M-0095

A technical co-sponsorship of a magazine means that we have a contribution technically. We have someone on the Editorial Board. There will be no financial involvement.

Vote: Motion passed unanimously.

Financials – Hiskens/Semancik
Ian reported that the Systems Council had a surplus of $78.9K in 2012.
By the end of 2013 we will have $371K in reserves.
We have yet to receive the reimbursements from the member societies for 2013. Ian is not concerned. These usually come in at mid-year.
We need to take into account the increased costs with the Journal.
Bob Rassa discussed the fact that our constitution states that we will distribute surplus, but it doesn't take into account a loss. We need to fix this. It also brings up a philosophical discussion. How do we build reserves if we give our surplus back to the societies?
We can think about it as a "dividend". We need rules for this. We need to amend the constitution, the deficit assessment and surplus return. And come up with rules on how to return the surplus.
It was thought that the small amount we would pay back to the societies would do little good for them, but leaving it with us would give us a solid foundation and we would never have to ask for deficit help.

An idea was suggested that we sponsor student scholarships for member societies to attend Systems Conference. This will be brought up in new business.

MOTION: Paolo Carbone moved that we increase the 2013 page count from 720 to 900, and budget for 1,200 pages for 2014. Bob Rassa 2nd. M-0096

Discussion: If we need to increase the number of issues, Paolo has the authority to do this. The Journal is staple bound, so we have a limit of the number of pages and stay staple bound.

How would this affect the general financial health of the Journal? Right now the Journal is making money. More pages mean more IEEE Xplore hits, which means more income.

Ian pointed out that we are making this decision without firm numbers. Paolo would need to work closely with IEEE, Ian, and Bill to increase the page count. It will cost about $50K to increase to 1,200 in 2014. We don't know the income that will come back. There will be a delay. We must see this as an investment. We have the content to support this page increase.

Vote: Motion passed unanimously.

MOTION: Paolo Carbone moved that we raise immediately the wage of the editorial assistant for the Journal to $2,700. 2nd Rich Hochberg. M-0097

Vote: Motion passed unanimously.

Ian would like to see the Statement of Work for the Editorial Assistant for the Journal.

ACTION ITEM: Vincenzo Piuri – Send Ian Hiskens the Statement of Work for the Editorial Assistant for the Journal. AI-0227

Consider for new business: giving the VPs a budget to handle work in between meetings.

MOTION: Paolo Carbone moved that we approve a new initiative of $25,000 to move the paper management system to Manuscript Central, with associated transition expenses. Bob Rassa 2nd. M-0098

It was felt that we need to do this.
This organization will make our paper submissions go up.

Vote: Motion passed unanimously.

Conferences/Workshops – Rassa (see presentation)
Bob reviewed the Systems Conference. Attendance at the conference was way up in 2013. In 2012 we had 144 attendees, and in 2013 we had 204. We had a 57% acceptance of papers. The anticipated surplus is $27,000.
The 2014 edition will be held in Ottawa at the Fairmont Chateau Laurier Hotel, March 30-April 3, 2014. The AdCom will be April 3-4, 2014.
The new proposal, The 1st Annual IEEE International Systems Symposium, it was suggested that we move to October.

MOTION: Bob Rassa moved that we initiate an annual non-North American Symposium, first edition in Europe starting in 2014. 2nd Rich Hochberg. M-0099

Discussion: We won't need any seed money, or a very small amount.
There was discussion regarding whether we should separate the focus of this symposium and our Systems Conference or have them be the same focus.
We are really trying to bring the Systems Conference to Europe; this is a companion symposium to the Systems Conference.
We discussed the INCOSE technical co-sponsorship. This is probably not right for this symposium.
We should look at the demographics of Journal submissions to see what a good area for the new symposium would be.

Vote: Motion passed unanimously.

MOTION: Bob Rassa moved that the Systems Council provide $5,000 in seed money for the new Systems Symposium. Paolo Carbone 2nd. M-0100

Vote: Motion passed unanimously.

We have a request for a Technical Co-Sponsorship for the AOC Conference. (Assoc. of Old Crows) The new VP Conferences, Shreek Mandayam, will decide the details with help from Bob Rassa.

Technical Operations - Lyons
We have a Fellows Evaluation Chair, but we need a Fellows ID Chair.

Bob discussed that overhead costs are going up at IEEE. They are hiring more staff to handle things. You can get more information at the TAB presentations. Please keep current on these things.

We need a new VP Technical Ops.

Nominations and Appointments – White (see presentation)

MOTION: Stephanie White moved that we elect the following slate of officer, effective immediately: M-0101

President Elect – Bob Rassa
VP Technical Ops – Roger Oliva
VP Conferences – Shreekanth Mandayam
VP Member Services – Rich Hochberg

Vote: Motion passed unanimously.

AESS and I&M will need to find new reps since Roger Oliva (AESS) and Rich Hochberg (I&M) now hold an officer position.

Recess at 5:00 pm until April 19, 2013

April 19, 2013

Ophir Kendler joined the meeting for a few minutes today via telephone.

Proposed Constitution changes – Rassa (see presentation)
Have the societies agreed to the loss assessment? Yes, because of the member rep agreement via vote on the AdCom. The reps are empowered to vote representing their societies.

MOTION: Rich Hochberg moves that we add the requested IEEE changes to our Constitution. Bill Semancik 2nd. M-0102
Vote: Motion passed unanimously.

IEEE-requested changes:
•   Add Approval of AdCom for new Society to join
•   Add that Graduate Students can be Society rep or officer

- Add re: rep term limits that eligibility is restored after one year
- Clarify terms of Pres-elect, Pres, Past-pres
- Clarify that in-person AdCom and telecons are the same
- Clarify voting majority
- Clarify e-vote procedures
- Clarify Amendment procedures
- Add reserves distribution method and loss assessment plan to Societies

MOTION: Paolo Carbone moved that we establish an Awards Committee. Bob Rassa 2nd. M-0103

This awards committee would handle the Awards of the Council, not conference awards.

Vote: Motion passed unanimously.

Awards Committee: Paolo Carbone, Bob Lyons, Jian Sun (chair), Steve Holt, Stephanie White
The Awards Committee can tackle the Conference Scholarship issue.

ACTION ITEM: Judy Scharmann - Send Jian Sun the travel grant selection process from I^{2}MTC as an example. AI-0228

Distinguished Lecturer Program – Stephanie White
We have 2 DLs, Vincenzo Piuri and Pierangela Samarati.

Bob Lyons would like to expand the DLs.
Bob Rassa, Paolo Carbone, Ian Hiskens, and Stephanie White will add their materials.

GOLD –
Bob Lyons introduced Ophir Kendler, the GOLD rep for the System Council. Next year we will offer a GOLD event, meaning a gathering of 20 or more GOLD members. We will meet with senior engineers that will provide information to the GOLD members. We attempted to set this up at the 2013 conference, but got a late start. Next year we will make it a part of registration.

Reports from Member Reps:

Jian Sun (Power Electronics) – attended several AdCom meetings in the past. Then he pulled out for a couple of years. Now Jian is back and will report to the PELS AdCom.

Bill Semancek – (ComSoc)
ComSoc has still not come to terms with being a member society of the Systems Council. ComSoc is very concerned about money, and we need to make sure we are clear on the terms of everything.

The Council purpose is to provide collaboration. We should promote our member societies' fields of interest. If we have ComSoc hold a track at our conference, we would be promoting membership in ComSoc. We could also have a membership table for member materials for IEEE and membership materials for our member societies. We could make a banner for our member societies and promote them more at our conferences.

Also if we technically co-sponsor a member society conference, we would have someone on their TPC, which it would be beneficial to them.

Jose Azorin (Robotics) – Jose is organizing a special issue of the Systems Journal to disseminate the Journal to the Robotics Society. He has an ad for this special issue in the Robotics Magazine.
Jose is also the rep for the Systems Council to the IEEE Chapters Committee for Region 8.

Bob Lyons would like to expand into all regions of the world. Now we have a new VP Membership in Rich Hochberg.

Paolo Carbone spoke about organizing a special issue. Many societies are not sensitive about what we are doing. They do not know what we are doing. When Paolo was member rep, he reported back to the president of I&M, but really nothing happened. We need to continue to develop relationships between our member societies. Every rep needs to do little things, but concrete things, to continue to develop relationship between Systems Council and the member societies.

Steve Holt – Oceanic Engineering – Steve brought up issue of cross-fertilization. Bob Rassa volunteered to help with Oceans 2015. It is going to be held 70 miles from Bob. Steve will put Bob on the committee.

There was a lot of discussion on how to involve member societies. Many are only interested if something negatively affects them. Ideas:

- Health Systems has been discussed in the past by the Systems Council. We could lead in this area and involve other societies.
- We need to be proactive in going to our member societies to keep them engaged. What are the values to the member societies? Membership. If the Systems Council can help member societies grow their membership, this is value.
- We could organize a special session (or poster session) at the conference, inviting someone from each member society, and have them explain their society from the systems perspective. This would develop some common interests. We could invite 3 societies per year to give a technical presentation. It was suggested that we make this a Plenary so it is given to all the conference attendees. We could also ask each to give a Tutorial.

ACTION ITEM: Bob Rassa - Add all society reps, plus Ian Hiskens and Rich Hochberg, to the IEEE Systems Conference TPC special adhoc committee on Plenary. This is a strategic initiative. The Adcom should oversee this and it will enhance the conference. AI-0229

Rich Hochberg – I&M
Rich is going to try to put out more information on what the council is trying to do.
Our member societies need information. Rich would appreciate some talking points to be handed down to the reps from the President.

Once we get Awards program started, this will provide another link.
We would like to start an IEEE Award for Systems Engineering.

ACTION ITEM: Bob Rassa - Contact Raytheon, Lockheed, Northrup Grumman, and Boeing and see if they will endow an Award for Systems Engineering. AI-0230

Roger Oliva – AESS (see presentation)
Roger thinks all societies should be a member of the Systems Council, since everyone does systems engineering.

Systems Council does well with our conferences and publications, but we do not have standards development.

Stephanie will still try to talk to the Computer Society to see if they will join again. Bob Lyons will talk to the new President, David Greer. Stephanie will talk again to Jim Walz.

New Business
Bob Rassa reported on Fellows. Last year we had 4 candidates, 3 of which were elevated. This year we have 2 candidates. We have a new Fellows ID Chair, Mo Jamshidi. Bob Rassa is Fellows Evaluation Chair. If a member society has a candidate that has systems engineering focus, send them our way and we can write good recommendations.

Bob Lyons would like eventually to have a budget given to each VP. He needs an amount to consider from each VP.

How much money can we consider for DL travel? How much can we afford? Bob Rassa noted that he recalled that AESS said they would assist the Systems Council with DL travel. 50% could be from the local chapter, 25% could be from AESS, 25% from Systems Council.
The AESS model is a 50-50 split between the society and the local chapter. We should adopt this policy.

We need to contact our member societies and see if they are willing to promote our DLs. If a member society requests one of our DLs, we would split the expense with them. Right now we have zero budget for this. VP Finance said we simply cannot afford DLs.

Can we introduce DLs as a new initiative? $1,000 domestic, $1,500 international, and AESS is paying half, we can afford this.

ACTION ITEM: Judy Scharmann - Send Stephanie the DL rules for AESS and put her in touch with Joe Fabrizio, AESS DL coordinator. AI-0231

MOTION: Stephanie White moved that we earmark $3,000 for 2013 and put $3,000 in the 2014 budget for DL Program. Bob Rassa 2nd. M-0104

Discussion: Ian is nervous about how the budget will look. We need to get it approved. Ian will also look to see if this would satisfy as a new initiative. If it does, we can up the amounts.

Vote: Motion passed unanimously.

Bob Lyons thanked everyone for their outstanding contributions to the Council.

MOTION: Rich Hochberg moved to adjourn. Bob Rassa 2nd. M-0105
Vote: Motion passed unanimously.

The meeting was adjourned at 11:20 am.