

Systems Council Fall AdCom Meeting Minutes
September 22, 2010
9:00 am – 2:30 pm
Telecon

Attendees: Clyde Chittister, President; Bob Rassa, Past President; Vincenzo Piuri, VP Pubs; Paolo Carbone, Instrumentation & Measurement Society; Bill Semancik, Communications Society; Henry Benitez, Product Safety Engineering Society; Roger Oliva, Aerospace & Electronic Systems Society; Stephanie White, Secretary; Garry Greenwood, Computational Intelligence Society; Klaus Breuer, Microwave Theory & Techniques Society; Ian Hiskins, Treasurer; Roger Kaul, Microwave Theory & Techniques Society; Judy Scharmann, Executive Assistant

Guests: Bill Ringle, IEEE Business Growth Strategist

Intro and Review Agenda-Chittister

Clyde opened the meeting, stating that the main focus of the meeting will be path forward, updating our strategic plan, and deciding what we need to do as a Council to obtain permanent status.

Agenda is approved.

Review and approve minutes White

MOTION: Bob Rassa moved to approve the minutes. Bill Semancik 2nd. Motion passed. M-0064

Conference/Workshops-Chittister/Rassa

Bob Rassa gave a status update of the 2010 Systems Conference. The conference generated a surplus of about \$32,000.

Bob reported on the 2011 Systems Conference. They are still looking for any societies that would like to have a track at the conference.

We are asking member societies to advertise the CFP on their respective web sites. We are also developing a blurb for member societies to put on their web sites.

2013 – Looking overseas, perhaps southern Europe. There was discussion regarding section involvement.

ACTION ITEM: Winston Fang – Make sure all chapters are listed properly on the website. AI-0153

ACTION ITEM: Bob Rassa – Contact Chapter Chairs to solicit help in promoting the Systems Conference. AI-0154

There was discussion regarding the Smart Grid Workshop in Washington, DC on Oct. 13-15, 2010. Clyde and Bob cannot attend due to TAB management meetings. Clyde urged everyone to pass information on to the member societies.

ACTION ITEM: All – Publicize the Smart Grid Workshop to the member societies. AI-0155

Henry Yeh is having a workshop in Long Beach on Nov. 1. Member societies are asked to promote this within their societies by putting it on their web sites under "related activities". Clyde and Bob will get back with Henry and offer some ideas.

ACTION ITEM: Chris Dyer - Get Henry Yeh's information about the Green Energy workshop on the Systems Council web site. AI-0156

Chapter Update Fang

No report.

ACTION ITEM: Reps – Contact your society chapter chairs and ask if they would like to be a joint chapter with the Systems Council. If so, contact Winston Fang. AI-0157

Break

Publications/Journals Piuri/Jamshidi

Vincenzo reported on the Systems Council Publication activities. [See presentation.](#)

There was discussion regarding the idea of re-publishing, as in the SYSC-KEE (Systems Council Knowledge Electronic Environment). IEEE Strategic Planning sees a need for this, and they are using Systems Council as a case study for a possible new IEEE product/service.

Financials Rassa/Hiskens

Rassa reported that the current 2010 budget shows a 15K loss, but we will end up with a 20-25K surplus because the Conference made a good surplus. And, further, we cut Admin another 10K by having this telecom instead of another face-to-face meeting.

For 2011 we show a 15K surplus. However, that includes 2 face to face AdCom meetings and we will probably only have one. So surplus will be higher.

Technical Operations Saunders

Theo Saunders could not attend, but sent a status report for all the Systems Council Technical Committees. [See presentation.](#)

ACTION ITEM: Bob Rassa/Clyde Chittister – Assuming the Smart Grid workshop goes well, investigate having something similar in another location. If in Italy, work with Pierangela Samarati and the Systems Council Security and Privacy in Complex Information Systems TC. Paolo Carbone volunteered to help with that effort. AI-0158

ACTION ITEM: Reps - Solicit member societies for participation in the Systems Council TCs. AI-0159

Bob Rassa gave a report on the Systems Engineering Effectiveness Survey. If any other society wants to participate in the survey, let Bob Rassa know, and your society will be included.

ACTION ITEM: Stephanie White - Investigate the status of getting the Computer Society back in to Systems Council. AI-0160

Nominations and appointments-Rassa

The N&A Committee is looking for 2011 officers. We will initiate an eVote after the slate is finalized.

Positions to be filled:

President Elect – needs to come from one of the reps, (doesn't have to be the primary rep).
VP Pubs – Vin Piuri is interim Division X Director, and will be permanent in 2011.

Next year, the offices to be filled:

VP Tech
VP Conference
VP Finance
VP Member Services

N&A is also looking for the following appointments:

EIC of the Journal – Mo has been doing this for 5 years, which is the upper limit of term advised by IEEE.

Chairs for panels – looking for Large Scale Systems chair.

If you know candidates for any of these, contact Bob Rassa.

Survey Results - Ringle

Bill Ringle discussed the survey conducted by Marc Beebe and IEEE. The survey had 2 goals:

1. Stakeholder research
2. Raise visibility

We got 800 responses to survey in 2 weeks. The survey was sent to 3 groups:

1. IEEE members, interested but not members of a Systems Council member society
2. Members of Systems Council member societies
3. IEEE Council leadership (member society leadership)

Bill reviewed 6 points regarding survey responses:

- A strong majority indicated that were not well informed about the Systems Council.
- Systems Council engineering topics are discussed in the workplace.
- Adding Systems topics to journals and conferences would be seen as value added.
- Greater involvement in council events would be welcomed.
- Society Leaders are biggest supporters.
- There is a large number of opportunities to tap volunteers for Systems Council.

ACTION: Bill Ringle - Send out preliminary survey results by next week and final results in October. AI-0161

Break for Lunch

Path forward to increasing society benefits in year ahead-Chittister/Ringle

Bill Ringle stated that IEEE wants to use the Systems Council as a model on how to build better relationships with member societies. Our path forward is to gather the stakeholder input, incorporate it into operational plan, and build on the strategic plan. Tactically, we will present the survey and updates to the business plan to the TMC in October and get their feedback.

Klaus Breuer and Roger Kaul discussed collaboration opportunities with MTT. 4 ideas:

1. Jointly sponsor the International Microwave Symposium –Discussed having a Panel Session at a lunch. Systems Council would be an outside orchestrator, and bring member society people in to do the work on this panel session at this conference. Systems Council needs to provide some names to MTT. Proposals are being finalized as we speak.

ACTION ITEM: Klaus Breuer/Roger Kaul – Regarding the possible panel session at the International Microwave Symposium, get topics list to Clyde and find out where you need the help, then Clyde will help decide which society rep to call on. AI-0162

ACTION ITEM: Chris Dyer - Put Field of Interest of each member society on web site. Add a focus page for collaboration between our member societies, include their logo. AI-0163

2. Special Systems topics in the winter session – This will be held in January in Phoenix. Could use DLP.
3. Publication collaboration – to make MTT members more aware of Systems Council, republish a paper from the Systems Conference in the MTT Magazine. Asked Steve Beemer to write a SoS paper.

ACTION ITEM: Bob Rassa – Get advertising for the Systems Conference to VP Conferences for all member societies. They will then contact the appropriate people to get advertising into member society print publications, as well as member society web sites. AI-0164

4. DL collaboration – MTT is interested in having someone that could give a top level talk at an MTT meeting, something on systems engineering.

ACTION ITEM: All – Identify DLs for the Systems Council Distinguished Lecturer Program. AI-0165

ACTION ITEM: Bob Rassa – Finish your DL and send to Theo, as this is of interest to MTT. AI-0166

ACTION ITEM: Clyde Chittister – Develop a formal process out of the action items from 2010 Fall AdCom meeting. AI-0167

Wrap up, New Business, Open Discussion Chittister

Bill Ringle led a discussion on ideas for our member reps to improve communication between member societies and the Systems Council.

Ideas for reps:

- Look at possible roles for upcoming Systems Conference in April. Develop ways of promoting the conference.
- Contact each society VP Conferences and find out which conferences we could send Systems Council materials to.
- Send CFP to be printed.
- **ACTION ITEM:** Klaus Breuer - Print Systems Council CFP to have at some MTT conferences. AI-0168

- Take some of the backlog of publications in many societies, publish in Systems Journal and give credit to society. We would have to commit to a speedier publication if we did this. We need our sub to pub statistics.
- Reciprocal workshops between council and societies. Or, Systems Council could be a broker between 2 member societies.

ACTION ITEM: Bob Rassa/Clyde Chittister – Ask society reps if they could support a Senior Advisory Panel to the Systems Council. Identify tasks of the panel. AI-0169

ACTION ITEM: Bob Rassa - Send idea of cycling out Distinguished Lecturers to Jeannine Sivy. (and to Iram Weinstein for AESS) AI-0170

ACTION: Clyde Chittister and Bill Ringle – Update the Systems Council Strategic Plan to include the Fall 2010 AdCom meeting actions. AI-0171

ACTION ITEM: Clyde Chittister – Clean up action item list, closing completed and obsolete actions. AI-0172

Next meeting :Thursday and Friday, April 7-8, 2011 at the Systems Conference in Montreal.

Adjourn

Respectfully submitted,

Judy Scharmann
Executive Assistant