



IEEE Systems Council AdCom Meeting
August 30, 2019
Gaylord National Resort & Convention Center

Attendees: Stephanie White, Bob Rassa, Steve Dyer, Steve Holt, Rich Hochberg, Marco Parvis, Bob Lyons, Robert Chang, Andy Chen, Okyay Kaynak, Ernie Parker, Jose (Pepe) Contretras-Vidal, Adrian Stoica, Ferial El-Hawary, James Ritchie, John Schmalzel, Jeff Rubin, Brooke Johnson

Remote: Thomas Lanzisero

Partial Attendance: Paul Sajda, Sinkuen Hawkins

Stephanie White called the meeting to order at 8:36 am.

Introductions, Review Agenda – White

Self-introductions were made by the AdCom members. We have a quorum.

The Fall 2019 meeting agenda was approved as written.

Review and Approve Minutes – Hochberg/Johnson

The Spring 2019 Systems Council AdCom minutes were approved as written.

Review Pending Action Items – White

All pending action items were reviewed and discussed by the AdCom. The updated action items list will be circulated with the meeting minutes and monthly moving forward.

ACTION ITEM: Brooke Johnson – Send the list of pending Systems Council action items to the AdCom members on a monthly basis beginning in September 2019. This should be normal operating procedure. AI-0378

President's Report – White

IEEE's Accelerated Open Access project was reviewed. 14 OA journals will be published in the first cohort. The second cohort started in June 2019 and will end November 2019 and the third cohort will occur November 2019-November 2020.

IEEE recommended the Systems Council should not pursue its own OA journal. One recommendation was to use IEEE Access instead.

The FinCom AdHoc Committee wants to facilitate S/C use of the 3% and 50% funding rules for new initiatives by improved processes, timelines, review. According to the 3% spending rule, the Council could spend \$37,100. Before funding initiatives, we need to account for the value to the Council, member societies, and the impact of indirect infrastructure charges.

Stephanie reviewed the status of the Systems Council Action Plan. Systems Council is exchanging newsletters and upcoming events with Member Societies and highlighting Member Societies in our Newsletter and in our Social Media platforms. There is a link to Member Society Newsletters on the Systems Council website. All Systems Council and Member Society conferences, Technical Committee events, and Chapter events are also displayed in an "events" calendar on our website. Promotional Systems Council material has been developed and distributed. Several "great ideas" provided by Member Society representatives are still in the planning phase. (1) Offer Systems Council as a conduit when a Society has a topic or project that extends to other Societies. (2) Actively contribute more content to the Systems Engineering Body of Knowledge (SEBoK). (3) Work with Society Representatives to identify collaboration opportunities, possibly related to IEEE Brain, IEEE Digital Senses, IEEE Symbiotic Autonomous Systems, and other Future Directions.

Stephanie then provided an overview of the IEEE Resource Center and IEEE Learning Network initiatives. She recommended three new Action Items.

ACTION ITEM: Steve Holt to conduct a fall 2019 conference call with TCs to discuss their participation in SEBoK; also discuss their interest in a Systems Council Resource Center & IEEE Learning Network. AI-0379

ACTION ITEM: Stephanie White to conduct a fall 2019 conference call with society reps to solicit collaboration opportunities within IEEE Brain, IEEE Digital Senses and IEEE Symbiotic Autonomous Systems and other initiatives. AI-0380

ACTION ITEM: Vincenzo Piuri and Steve Dyer to conduct a fall 2019 conference call with our member society VP Publications to discuss a shared OA journal. AI-0381

Finance Report – Holt/Rassa/Rubin

Steve Holt reviewed the budgetary actions from 2018-2019.

ACTION ITEM: Brooke – Send the Concur instructions to Systems Council AdCom members by September 15, 2019. AI-0382

The financial results and conference data from 2015-2018 were overviewed.
The Council had a surplus of \$132.7k in 2018.

Bob reported there has been a rapid increase in our overlength page charge revenue from 2016 to 2018 due to increasing the ISJ page count and authors submitting longer papers leading to overlength page charges.

The first pass budget for 2020 shows a projected surplus of \$142.2k.

A few budget issues to consider moving forward include:

1. New IEEE overhead tax
 - a. Plan is to tax all income including conferences and member dues
 - b. This tax will likely be 16% + or –
 - c. Will be implemented with the 2021 budget
2. Open Access

IEEE Brain Initiative – Sajda

Paul Sajda presented material on the IEEE Brain Initiative.

The initiative is currently in year 2 of NIC funding. Post-NIC funding begins Jan. 1, 2021. The goal is to transition well in advance to enable the continuation of a strong IEEE Brain program therefore, the target is to have a Letter of Participation from interested OUs by the end of 2019. Several transition models were overviewed but currently no decision has been made as to which will be implemented.

EMBS, SMC, CAS, CSC, SPS and Systems Council have expressed interested in this initiative.

The possibility of the Systems Council creating a joint TC with SMCS and/or RAS in this area was discussed. Other collaboration opportunities may include a joint hackathon.

ACTION ITEM: Pepe Contreras-Vidal, Ferial El-Hawary – Work with the VP Technical Operations to solicit interested parties to form a Systems Council TC on the brain. AI-0383

Chapters Update – Parvis

We have 13 active chapters, most of which are in North America.

South Africa will be dismissed by IEEE due to inactivity and Madras is not active and will need to be monitored.

There is a clear correlation between chapters and attendance at conferences, although in 2019 attendance from China, Italy and UK at SysCon was non-existent. Germany and Brazil have many conference participants without a chapter.

We have contacted the participants from Germany at previous conferences to see if they are interested in creating a Chapter in Germany but have not yet received a response.

ACTION ITEM: Marco Parvis to determine if any of our member societies have chapters in Germany, South Africa, and India and inquire about the possibility of becoming a joint chapter with the Systems Council. AI-0384

ACTION ITEM: Brooke Johnson to add the link to IEEE chapter creation to the Systems Council chapters webpage. AI-0385

Distinguished Lecturer Program – White

Stephanie presented a proposal to appoint Armando Walter Columbo a Systems Council Distinguished Lecturer.

MOTION: Steve Holt moves to appoint Armando Walter Colombo as a Distinguished Lecturer for the Systems Council to begin in 2020. John Schmalzel seconded. Motion passed. M-0175

Stephanie reviewed the DL talks that were given since the spring AdCom meeting.

A recommendation was made for DLs to co-locate some of their DL talks with other keynote and conference talks they give.

Discussion and Voting on Proposed Bylaw Changes – Hochberg

The proposed constitution and bylaw changes were reviewed and discussed.

MOTION: Bob Rassa moves to update Article III, Section 5 of the Systems Council Constitution to read “All Council business will be conducted by the AdCom. The AdCom includes both voting and non-voting members. The voting members are:

- a. One representative appointed by each Member Society (see Section 7 below).
- b. Officers of the Council as listed in Section 4 above.
- c. Young Professional Representative

An individual may not serve concurrently as both an elected Council officer and a Member Society representative, except for the Treasurer and Secretary who may simultaneously hold these offices as well as that of Society Representative. When a Member Society representative is elected to a Council office, the Council office shall take precedence over the Society appointment. Any resulting vacancies shall be filled by the appropriate Society. Elected officers are as defined in the Bylaws.”. Marco Parvis seconded. Motion passed. M-0176

MOTION: Bob Rassa moves to add the office of “Young Professionals Representative (2 years, renewable once)” to Article III, Section 9 of the Systems Council Bylaws. Marco Parvis seconded. Motion passed. M-0177

MOTION: Bob Rassa moves to change the wording of Article III, Section 12 of the Systems Council Bylaws to “Elections shall be held for the office of President, President-elect, Vice-President for Conferences, Vice President for Member Services, Vice President for Publications, Vice President for Finances and Young Professionals Representative, in that order. To be elected, a nominee must receive a majority of the votes cast. If no candidate receives a majority on a ballot, the name of the candidate receiving the smallest vote shall be withdrawn and a second ballot taken. This procedure shall be repeated until one candidate receives a majority vote based on the total membership of the AdCom.”. Marco Parvis seconded. Motion passed. M-0178

MOTION: Bob Rassa moves to change the wording of Article III, Section 15 of the Systems Council Bylaws to “The term of office for the Young Professionals representative is two years, renewable once. The Young Professional’s role is to engage with Young Professionals’ representatives of MGA and member societies and assist in furthering the needs of Young Professionals with an interest in the Council’s Field of Interest. The term Young Professional is as defined by IEEE.”. Marco Parvis seconded. Motion passed. M-0179

MOTION: Bob Rassa moves to change the wording of Article V, Section 11 of the Systems Council Bylaws to “The Fellows Evaluation Committee shall be responsible for the Systems Council IEEE Fellow Technical Evaluations as submitted by the IEEE for review. The Fellows Evaluation Committee (FEC) Chair and Vice-Chair(s) shall be approved by the AdCom, upon recommendation of the President, no later than 31 January. In addition:

- Unless otherwise stated, terms are intended to be one-year terms
- FEC Chairs shall not serve more than two consecutive terms
- FEC Chairs may serve as Evaluators for one additional year, immediately after having served as Chair
- Evaluators and Vice-Chairs (if any) shall not serve for more than three consecutive years
- Members shall not serve for more than five consecutive years, regardless of position
- IEEE confidentiality requirements will be strictly adhered to including a prohibition on any communication with unauthorized entities.”. Marco Parvis seconded. Motion passed. M-0180

Publications/Journals – Dyer

Open Access

Steve overviewed Systems Council options with respect to publishing OA journals. He suggested drafting a proposal to other societies to gain support for a joint OA journal.

Systems Journal

950 manuscripts have been submitted to the ISJ in 2019. The Impact Factor has increased to 4.463. The Journal is approaching a 6-month backlog with 4,500 pages budgeted for 2020.

\$10k was added to budget to support EiC in 2020.

Amir G. Aghdam was appointed as the Editor-in-Chief of the Systems Journal for the 2020-2021 term, during the Spring Systems Council AdCom meeting.

J-MASS – Schmalzel

To date ten papers have been submitted, and five were rejected.

Marketing has been a focus to increase the number of submissions and interest in the journal.

Three special issues are in the works and these SIs will be an essential way to grow the journal.

Special issue topics include:

- 2019 Metro AeroSpace Workshop – Q4 2019
- From Payload to Uses – Q4 2019/Q1 2020
- Concept to Realization – Q3 2020

Conference/Workshops – Rassa

SysCon 2019 had 143 final papers at a 57% acceptance rate and 200 attendees from 28 countries.

ISSE 2019 had 72 registrants by late August despite issues with the hotel contract and reservation link.

The inaugural Systems Security Symposium will be held April 6-9, 2020 in the D.C. area.

Ad Com agreed we could better promote conferences which are sponsored by a Systems Council Chapter.

From 2013-2018, the total revenue from our technically co-sponsored conferences is \$124.3k.

Asia Systems Council Conference Proposal – Kaynak

Okyay presented the Shanghai and Beijing proposals for ICSSE in Asia.

We will need to rethink the name of the conference as “International Conference on Systems and Science Engineering” already exists.

A thorough budget review of these proposals is required before selecting the venue.

Motion: Bob Rassa moves to accept the proposal to host the inaugural Systems Council China conference in either Shanghai or Beijing in 2020. The final conference location will be determined by the Systems Council Conference leadership. John Schmalzel seconded. Motion amended as follows. M-0181

Motion to Amend: Ernie Parker moves to amend the motion to read “to accept the proposal to host the inaugural Systems Council China in either Shanghai or Beijing in 2020 **pending a review of financial and technical viability**. The final conference location will be determined by the Systems Council Conference leadership.” Bob Rassa seconded. Motion passed. M-0182

Amended Motion: Bob Rassa moves to accept the proposal to host the inaugural Systems Council China conference in either Shanghai or Beijing in 2020 pending a review of financial and technical viability. The conference location will be determined by the Systems Council Conference leadership. John Schmalzel seconded. Motion passed. M-0183

Andy Chen offered to assist in this conference proposal.

Awards – Carbone/Rassa

Nominations for the James O Gray Scholarship will open in the coming weeks and the deadline is March 1, 2020.

Nominations and Appointments – Rassa

Bob Rassa identified the open Council positions for the 2020-2021 term.

2020-2021 Slate

VP Publications: Paolo Carbone

VP Finance: Jeff Rubin

VP Technical Operations: Steve Holt

Young Professional Rep: James Ritchie

MOTION: Bob Rassa moves to elect the slate of Systems Council officers for the 2020-2021 term as follows: VP Publications: Paolo Carbone, VP Finance: Jeff Rubin, VP Technical Operations: Steve Holt, and Young Professional Rep: James Ritchie. Ernie Parker seconded. Motion passed. M-0184

MOTION: Bob Rassa moves to approve the appointment of John Schmalzel as the Systems Council Fellows Evaluation Chair for 2020. Marco Parvis seconded. Motion passed. M-0185

Bob announced the current VP Technical Operations, Walt Downing, has resigned his position effective immediately.

MOTION: Bob Rassa moves to approve the presidential appointment of Steve Holt as the VP Technical Operations of the Systems Council effective immediately to complete the remainder of the 2019 term. Steve Dyer seconded. Motion passed. M-0186

MOTION: Bob Rassa moves to approve presidential appointment of Jeff Rubin as the VP Finance of the Systems Council effective immediately to complete the remainder of the 2019 term. Steve Dyer seconded. Motion passed. M-0187

MOTION: Steve Dyer moves to approve the presidential appointment of Bob Rassa as Treasurer of the Systems Council effective immediately to complete the remainder of the 2019 term. John Schmalzel seconded. Motion passed. M-0188

The outgoing Officers were recognized for their dedication and service to the Council.

Young Professional Report – Ritchie

James reported on the YP activities over the past year. The micro-volunteering initiative pilot progress was reviewed. YP membership has increased globally about 1.3 - 2%, but YP members in Region 1-6 has decreased ~5%.

James is searching for volunteers to be on a panel at ISSE 2019. If you are interested in participating, please contact James directly.

AdCom recommended that we network with and engage the YP in our Systems Council TCs and Chapters.

ACTION ITEM: James Ritchie – Identify the YPs in the Systems Council TCs and Chapters for the purpose of networking and engaging them in our YP activities as well as Council activities and initiatives. Specific focus should be placed on the YPs in Region 10 to increase interest in Council chapters in this area as well as the new Council conference. AI-0386

Member Society Rep Reports – All

Robert Chang presented on CASS.

John Schmalzel presented on IMS.

It was recommended the Council should clarify what is expected from our member society reps both during our Council AdCom meetings and what the reps should report back to their society.

Adrian Stoica presented on SMCS.

SMCS has a Homeland Security TC that may have interest in supporting SSS 2020.

ACTION ITEM: Adrian Stoica to liaise with the SMCS Homeland Security TC Chair to determine if there's interest in becoming involved in the 2020 Systems Security Symposium in April. AI-0387

Pepe Contreras-Vidal presented on RAS.

ISJ published a call for special issue papers on the brain. Papers are due Nov. 1.

There is a potential opportunity for collaboration between RAS and Systems Council with respect to developing a roadmap for systems engineering.

ACTION ITEM: Brooke Johnson to send Dinesh Verma's SysCon 2019 keynote slides for the systems roadmap to Pepe Contreras-Vidal in September 2019. AI-0388

Okyay Kaynak reported on IES.

Andy Chen reported on Computer Society. Computer Society is considering terminating their sponsorship of BKCASE. Discussion was held on the financial responsibility of BKCASE, and the AdCom determined that Systems Council can afford the \$25K annual sponsorship fee.

MOTION: Okyay Kaynak moves that the Systems Council accept the responsibility of BKCASE with our member societies' support. The Council will create an AdHoc Committee to support this initiative. Thomas Lanzisero seconded. Motion passed. M-0189

Ernie Parker reported on PELS.

PELS has two co-sponsored publications Transactions on Sustainable Energy and Transactions on Smart Grid. These were identified as a potential collaboration opportunity for the Systems Council. Additionally, there may be a possibility for joint Council/PELS Technical Committees.

ACTION ITEM: Ernie Parker to solicit a rep for the BKCASE AdHoc Committee. AI-0389

ACTION ITEM: Ernie Parker to connect with the PELS TC chairs to determine a possibility for collaboration with the Systems Council. AI-0390

Thomas Lanzisero presented on PSES.

ACTION ITEM: Thomas Lanzisero to determine the feasibility of adding a systems engineering track to ISPCE 2020. AI-0391

ACTION ITEM: Society Reps – Email collaboration opportunities between your society and the Systems Council to Stephanie White by the end of September. AI-0392

Old Business/New Business – White

Review new Action Items

Discussion was held on the support we offer to our Systems Council chapters.

MOTION: Bob Rassa moves to allocate \$2,500 a year, beginning in 2019, to support our Council chapters in hosting various workshops, events or other chapter activities. John Schmalzel seconded. Motion passed. M-0190

Wrap-up – White

The AdCom thanked Stephanie for her time and dedication as President and Bob Rassa, Bob Lyons and Paolo Carbone presented Stephanie with the Past President pin and a gift.

Meeting adjourned at 3:55 pm.