



IEEE Systems Council AdCom Meeting
September 21, 2018
Gaylord National Resort & Convention Center
National Harbor, Maryland, USA

Voting Attendees: Stephanie White, Steve Holt, Robert Chang, Thomas Lanzisero, Walter Downing, Paolo Carbone, Marco Parvis, Bob Rassa, Steve Dyer, Bob Lyons, Pepe Contreras-Vidal, Gourab Sen Gupta, Ernie Parker

Non-Voting Attendees: James Ritchie III, John Schmalzel, Jeff Rubin, Rich Hochberg, Brooke Johnson

Remote Attendees: Andy Chen, Rodney Roberts

Stephanie White called the meeting to order at 8:00 am. We have a quorum.

Introductions, Review Agenda

Self-introductions were held.

The meeting agenda was reviewed and approved by the AdCom.

Review and approve Minutes

ACTION ITEM: [Brooke Johnson – Resend the Spring 2018 meeting minutes to the AdCom members to review before approving. AI-0346](#)

Review and approval of the Spring 2018 minutes will occur at the end of the meeting.

President's Report

Stephanie White overviewed the progress and recent activities of the Systems Council.

The highlights from the IEEE Executive Director and the June TAB meeting were reviewed.

The best practices AdHoc committee and IRSG (IEEE Roadmap Strategy and Governance) AdHoc were discussed.

Future Directions Committee has six active initiatives. IEEE is currently developing a future direction transitions strategy.

Stephanie reviewed the goals of the Contracts Approval AdHoc Committee, as well as the PSPB strategic plan and YP activities.

Finance Report

Steve Holt reviewed the budgetary actions completed in 2018, as well as the pending actions for the end of the year.

The Council is solvent.

Our actual surplus in 2017, with investment income, was \$350.1k.

Bob Rassa reviewed the financial results from 2015-2017.

The income from publications and conferences have been increasing from 2015-2017.

Primary sources of publications revenue include IEL subscriptions, voluntary page charges, open access charges, reprints and Xplore downloads. Our share of the IEL subscriptions has been increasing from year to year due to an increase to our page counts.

ACTION ITEM: [Bob Rassa – Report the total overlength page charges from 2017 to the AdCom members. AI-0347](#)

Discussion was held on the Systems Council reserves.

According to our 2018 budget the Council is expected to net \$106.8k. The first pass 2019 budget is expected at \$153.3k.

Discussion was held on financial transparency between IEEE and the Systems Council.

IEEE is reducing the publications distribution (ASPP or All Society Periodicals Package) over the next 5 years. Systems Council will lose about \$79.2k in ASPP revenue once this algorithm is fully implemented in 2023. This won't affect us now, but we need to be aware of the loss of income in the coming years.

Bob reviewed the recommendations and actions from the previous meeting.

IEEE has declared that all expense reports must be submitted within 60 days of completed travel, or they will not be reimbursed.

Discussion was held on the Council reserves and how these funds are handled by IEEE.

Chapters Update

Marco Parvis overviewed the 11 active chapters of the Council.

The South Africa and Shanghai Chapters have been dissolved by IEEE due to lack of membership and participation. A chapter in Israel is currently being formed.

We have reasonable world coverage; however, we are lacking in the Southern Hemisphere.

Marco highlighted the correlations between chapter presence and attendance at our conferences. There is a clear correlation between (average) attendance and number of chapters.

Germany and France give an average attendance without a chapter, but it's proven difficult to find someone willing to start a chapter in these areas.

Discussion was held on the possibility of offering financial support for our Chapters.

It was suggested that the Council considers offering funding to Chapters to hold meetings to increase engagement and Chapter activity.

Distinguished Lecturer Program

Stephanie White reviewed the qualifications for the following proposed Distinguished Lecturers: Edward Addy, Holly Handley, Donna Rhodes and Peter Whitehead. Discussion was held on the four proposed Distinguished Lecturers.

The DL talks given in 2018 were also overviewed by Stephanie.

It was suggested that in the future we have online recordings of DL presentations available for the AdCom to view.

MOTION: Paolo Carbone moves that we accept the following as new DLs: Edward Addy, Holly Handley, Donna Rhodes and Peter Whitehead for the 2019-2020 term. Steve Dyer seconded. Motion passed. M-0161

ACTION ITEM: Brooke Johnson – Add the newly appointed Distinguished Lecturers (Edward Addy, Holly Handley, Donna Rhodes and Peter Whitehead) to the Systems Council website. AI-0348

Publications/Journals

Systems Journal

Steve Dyer reviewed the Systems Journal paper status. The backlog from 2007-2015 has been resolved and we have just a few papers from 2016 and 2017 yet to publish. Our current backlog is 5,400 pages and it is projected to be cleared up by 2020.

In September 2018, the average processing time from submission to final decision is 85 days.

Paper rejections were discussed and compared to other journals the acceptance rate of the Systems Journal is quite good.

Systems Journal has been growing and the impact factor is 4.337.

Discussion was held on the page count for the Journal and related publicity and special issues.

MOTION: Bob Rassa moves to increase the page count for 2018 by 500 pages to a total of 4,000 pages. Ernie Parker seconded. Motion passed. M-0162

J-MASS

John Schmalzel presented of the Journal of Miniaturization for Air and Space Systems of which the Council is a 35% sponsor.

The steering committee of the journal and the marketing efforts were overviewed.

Discussion and Voting on Proposed Bylaw Changes

Rich Hochberg outlined the proposed bylaw changes including wording updates and the required Fellows text.

Discussion was held on further revisions to the Bylaws.

ACTION ITEM: Steve Dyer – Draft proposed changes for the Systems Council Bylaws, specifically, Article III, Sections 7 & 8 to be voted on in April 2019. AI-0349

MOTION: Steve Dyer moves to approve the Bylaw changes as specified in the Bylaws document revised on 16 August 2018. Paolo Carbone seconded. Motion passed. M-0163

ACTION ITEM: Brooke Johnson – Send the track changes version of the approved Systems Council Bylaws to IEEE for approval. AI-0350

Conference/Workshops

Bob Rassa reviewed the net Society and Council conference portfolio performance.

INCOSE has a track at SysCon and they have also recently become a technical co-sponsor of the conference. The Council will continue to allow INCOSE to offer the CSEP (Certified Systems Engineering Professional) exam at the conference.

SysCon 2018 had 251 total abstracts submitted, a 53% acceptance rate. The conference attracted 200 attendees from 27 countries. ISSE 2018 will be held in Rome, Italy on October 1-3, 2018. SysCon 2019 will be held in Orlando, Florida from April 8-11, 2019.

Future SysCon locations:

- 2019 – Orlando, Florida
- 2020 – Montreal, QC, Canada
- 2021 – Requested a proposal from JW Marriott in Vancouver, Canada
- The 3-year rotation will be continued

Future ISSE locations:

- 2018 – Rome, Italy
- 2019 – Considering: Edinburgh, Scotland, Barcelona, Spain, or Frankfurt, Germany
- 2020 – Considering: Vienna, Austria

- Portugal was suggested as a possible location

A proposal was received for a conference similar to ISSE to be held in China. Systems Council would be a 50% partner. Bob reviewed the 2017 conference proceedings distribution. The total distribution is \$47.7k. Our portfolio statistics for conferences were discussed.

[ACTION ITEM: Conference Catalysts – Improve the average time to publish conference proceedings on Xplore for SysCon and ISSE. AI-0351](#)

Bob overviewed our chapter sponsored conferences, as well as our technical co-sponsored and financial co-sponsored conferences. Two new conferences have been planned for 2019 including Conference on Miniaturization for Air & Space Systems (C-MASS) and Conference on Cyber Security.

Steve Holt has tentatively agreed to assist with C-MASS. Discussion was held on technical co-sponsorships.

Nominations and appointments

Paolo Carbone reviewed the Council Officer positions up for election for the 2019-2020 term:

- VP Technical Operations (Walt Downing)
- VP Conferences (Bob Rassa)
- VP Member Service (Marco Parvis)

MOTION: Ernie Parker moves to re-elect Walt Downing as VP Technical Operations, Bob Rassa as VP Conferences and Marco Parvis as VP Member Services for the 2019-2020 term. Steve Holt seconded. Motion passed. M-0164

Paolo Carbone proposed to elect Vincenzo Piuri for the position of President-Elect.

Discussion was held, and a consensus was informally reached that should Vincenzo Piuri be elected IEEE President-Elect, preventing his fulfillment of Council President office, Bob Rassa will be elect as President-Elect and Shreekanth Mandyam (Rowan University) will be elected as VP Conferences.

MOTION: Marco Parvis moves to elect Vincenzo Piuri for the position of President-Elect. Steve Dyer seconded. Motion passed. M-0165

Awards

The call for nominations for our 2019 Systems Council Awards will be sent out in the coming weeks.

We need to better publicize these awards to solicit more award nominations.

[ACTION ITEM: Bob Rassa – Inquire with IEEE if we can present the Outstanding Service Award to Vincenzo Piuri at the 2018 November TAB meeting. AI-0352](#)

Technical Operations

Walt Downing overviewed the definition of a Technical Committee and reported on the status and current activities of each TC. It was suggested to create a roster of members for each of our Technical Committees to better identify individuals in these specific technical areas.

Discussion was held on the CubeSat/Miniaturized Satellite Technical Committee and the possibility of collaborating on C-MASS. It was suggested to utilize the Intelligent Transportation Systems Society members to further develop the Intelligent Transportation Design Technical Committee.

[ACTION ITEM: Walt Downing – Solicit recommendations for a Chair of the CubeSat/Miniaturized Satellite Technical Committee. AI-0353](#)

[ACTION ITEM: Walt Downing – Work to establish a roster for our current Technical Committee members. AI-0354](#)

We need to target specific individuals to stimulate activity and interest in the Standards TC and Systems Education TC.

[ACTION ITEM: Walt Downing – Follow up with Thomas Lanzisero regarding his interest in the Systems Education TC. AI-0355](#)

Walt reviewed the possible areas of collaboration with INCOSE.

It was suggested to work closely with the member society reps to identify collaboration opportunities with our TCs.

Young Professional Report

James Ritchie outlined the YP meetings and activities he's been engaged in throughout 2018, including a presentation he made at the June TAB meeting regarding the importance of finding and retaining volunteers.

A YP reception and panel event is being held at ISSE in Rome on October 2, 2018.

IEEE Brain Initiative

Pepe Contreras-Vidal reported on the IEEE Brain Initiative and their main objectives.

IEEE provides a roadmap that can help guide budget and funding decisions.

The IEEE Brain stakeholders and core team members were reviewed.

2018 activities include: Brain Hackathons, Think Tank and Technology Roadmap, conferences, education, standards, publications and neuroethics. Perhaps the Systems Council can organize a Brain workshop or a hackathon in conjunction with one of our conferences.

[ACTION ITEM: Brooke Johnson – Work with Pepe Contreras-Vidal to add the IEEE Brain Initiative to the 2018 Q4 Newsletter. AI-0356](#)

Pepe reviewed the potential activities for the Systems Council to get more involved in IEEE Brain including partnering with YP and Systems Council Chapters, or even a special issue in the Systems Journal.

ACTION ITEM: Pepe Contreras-Vidal – Compose a detailed proposal for an IEEE Brain special issue for the Systems Journal. AI-0357
The IEEE Roadmaps Strategy and Governance (IRGS) was overviewed. Pepe shared feedback from a roadmap best practices survey.

Member Society Rep Reports

RAS – Pepe Contreras-Vidal reported on the activities of the Robotics and Automation Society.

CAS – Robert Chang reported on Circuits and Systems Society.

IMS – Gourab Sen Gupta reported on activities within the Instrumentation and Measurement Society.

PELS – Ernie Parker reported on the Power Electronics Society.

ACTION ITEM: Ernie Parker – Send a PELS presentation/summary to Brooke Johnson to include with the other Fall 2018 reports. AI-0358

ROI Distribution and Discussion

Stephanie White reviewed the Return on Investment document. Collaboration between Societies and Councils is crucial.

ACTION ITEM: All – Please review the ROI and Announcement documents for revisions and send feedback to Brooke Johnson. AI-0359

ACTION ITEM: Brooke Johnson – Add the announcement flyer to the website. AI-0360

ACTION ITEM: Brooke Johnson – Update the “IEEE Activities” section on the announcement flyer with the correct spelling and send the final version to the AdCom members with the meeting minutes. AI-0361

ACTION ITEM: Brooke Johnson, Jeff Rubin – Reformat the ROI document to be more reader-friendly. AI-0362

Status and Discussion of Action Plan

Stephanie overviewed the draft action plan and status of each action.

Who should we communicate with to offer reciprocal visibility options for each member Society?

Discussion was held on the conferences action items.

ACTION ITEM: All – If you have any specific topics you would like our DLs to cover, please send these topics to Stephanie White. AI-0363

ACTION ITEM: All – Review the action plan and send any opportunities for collaboration to Stephanie White. AI-0364

ACTION ITEM: Brooke Johnson, Stephanie White, Bob Rassa – Revise the conference section of the action plan document. AI-0365

ACTION ITEM: Brooke Johnson – Work with Brandon Ratzloff to update the document archive on the Systems Council website. AI-0366

Old Business/New Business

ACTION ITEM: Brooke Johnson – Update the Spring 2018 AdCom meeting minutes with the full J-MASS steering committee list including: Bill Emery, Antonio Plaza, Paolo Carbone, Bob Rassa, Mike McShane, John Vig, Kim Fowler, and Dale Blair. AI-0367

MOTION: Walt Downing moved to approve the Spring 2018 Systems Council AdCom minutes with the addition of the J-MASS Steering Committee as follows: Bill Emery, Antonio Plaza, Paolo Carbone, Bob Rassa, Mike McShane, John Vig, Kim Fowler, and Dale Blair. Steve Dyer seconded. Motion passed. M-0166

Discussion was held on the Systems Council participant mailing lists.

The next AdCom meeting will be held in conjunction with SysCon 2019 on Friday, April 12th in Orlando, FL, USA.

The meeting was adjourned at 2:56 pm.