

**Systems Council Spring 2012 AdCom Meeting Minutes
Vancouver, BC, Canada
March 22-23, 2012**

Attendees: Bob Lyons, Bob Rassa, Steve Holt, Paolo Carbone, Rich Hochberg, Bill Semancik, Laszlo Koczy, Mo Jamshidi (non-voting), Mark Montrose (phone), Stephanie White (non-voting), Klaus Breuer (phone), Roger Oliva, Vincenzo Piuri (non-voting), Judy Scharmann (Executive Assistant)

Introductions and Review Agenda - Lyons

Review and approve Minutes – White/Scharmann

MOTION: Bob Rassa moved to accept the minutes as written. 2nd Bill Semancik. Motion passed. M-0072

Bob Rassa presented Bob Lyons with a Systems Council leather binder.

Action Item Review - Scharmann

Judy went through all past action items, closing as appropriate and setting due dates on all actions.

Conferences/Workshops – Rassa

See presentation

ACTION ITEM: Judy Scharmann – Send 2013 CFP to member reps. AI-0184

Bob reported that the surplus for the Systems Conference is consistently growing. This year, 2012, we can expect a \$25K surplus.

In addition to the Systems Conference, we have several other smaller conferences:

- 1st International Workshop on Safety of Systems, March 2007, Monterey, CA, 100%
- International Conference on Systems of Systems Engineering, April 2007, San Antonio, 25%
- Electric Ship Technologies Symposium, May 2007, Arlington, VA, 12.5%
- International Conference on Systems of Systems Engineering, June 2008, Monterey, CA, 25%
- Electric Ship Technologies Symposium, April 2009, Baltimore, MD, 11.11%
- Critical Infrastructure Survivability Workshop on SmartGrid, October 2010, Arlington, VA 100%

Total Conference Surplus to date: \$46,949.13

ACTION ITEM: Bob Rassa – Put the list of Technical Co-Sponsorship on the web. AI-0185

ACTION ITEM: Steve Holt – Research our member society websites and find out which member societies list our conference on their website. AI-0186

ACTION ITEM: Stephanie White – Try and get the Systems Conference 2013 CFP on the Computer Society website. AI-0187

Financials – Hiskens/Semancik

Ian Hiskens presented the financial picture of the Systems Council. It looks like the journal made money; however the University of San Antonio has yet to charge us for editorial services. So, this will not be as good as it looks.

In 2011, we lost 24K on our reserves (Interest Income).

2012 projected surplus: 62.7K

11 societies contribute \$5,000 per year. There was discussion about reducing this member-society contribution.

We decided not to take action on this until after our June Review. Permanent status should be granted, and then we can reduce the member society contribution. We can ask them at the Council Review if they think we are stable enough to reduce dues.

It was pointed out that more important than the money from member societies, is their participation and support. Now that we have a viable journal and a viable conference, maybe the member societies will look at us differently.

We have 221.3K in our reserves. We now have money for special projects.

We need to consciously think about the number of pages in our Journal, as this affects our budget.

Bill Semancik has had trouble with his email. Please re-send any emails that have not been answered.
w.semancik@ieee.org; semanci@starpower.net

MOTION: Paolo Carbone moves that the society reps are warmly encouraged to organize or stimulate: one special session or panel in the IEEE Systems Conference each year, and one special session or panel on system engineering topics in a least one of the major conferences of their respective home society each year. 2nd Roger Oliva. Motion passed. M-0072

Discussion: what is the intent? The intent is to have all member societies have a session. We really need to have the core expert group, which will give us more volunteers.

Chapter Update: Stephanie White

South Africa Section Joint Chapter
Toronto Section Chapter
Italy Section Systems Council Chapter - Paolo Carbone, Chair
Coastal Los Angeles Section Chapter
AESS/Systems Council Connecticut Joint Chapter – Theo Saunders, Chair

We need to get the chapters to participate in the council with papers for the conference, special sessions, etc.

Publications – Paolo Carbone

See presentation.

Paolo Carbone reported that the number of articles for the Systems Journal has grown consistently, as well as number of citations. The impact factor is not improving. We need to think about this. Universities look at impact factor.

Mo Jamshidi reported that he is getting an associate editor for tutorial papers. He is trying to get articles that would impact the world, not just US-centric. That would improve the impact factor.

Journals are grouped by subject area, and listed in order of impact factor. In IEEE, we were 121 out of 127 in 2010. We have a 22% acceptance rate, but it is because a lot of papers are submitted that do not belong in our Journal. Submission to Publication is about 1 year. We do have a large back-log. Perhaps it is time to increase the page count. Currently we are publishing 600 pages a year.

We need to look at the IEEE Thesaurus and make sure when people look for a SJ paper, they actually find it. We need to update our keywords.

ACTION ITEM: [Stephanie White/Paolo Carbone/Mo Jamshidi – Make sure our keywords are updated in the IEEE Thesaurus and the IEEE Technology Navigator. AI-0188](#)

We need to get more papers from the Systems Conference into the Journal.

It is now time for a new EIC for the Systems Journal. Paolo sent out a Call for Nominations. We have 3 applications so far. Deadline is June 15. Then Paolo will submit his recommendations.

Mo suggested that we have 1 EIC, and 3 Regional EICs, so we have more influence around the world. It was decided to find an EIC first, and then begin to think about regional help.

We need to populate the website with: news, online tutorials, case studies, material of professional interest.

Paolo went over Vision for our publications, with medium and long-term goals.

We need to ease the path from Systems Conference to Journal. We need to state in the CFP and on the conference website that Systems Conference papers may be expanded for publication in the Systems Journal.

ACTION ITEM: Paolo Carbone – Write up blurb for website on how to turn a conference paper into a journal paper. AI-0189

ACTION ITEM: Paolo Carbone – Plan to have CFP and special issue approved by the EIC. AI-0190

Long term goals: Perhaps another publication.

Transactions on Cloud Computing – Proposed by the Computer Society. Jon Rokne thought the Council would be interested and asked the Systems Council to take 7% co-sponsorship. Level of ownership for each society has been established. We must sign an MOU. The Computer Society is working on a budget. Paolo is on the steering committee. We need to discuss this, as they are expecting an answer.

Discussion: it is difficult to start a new publication, and it usually takes about 3 years to generate a surplus. This is a hot topic. If the budget looks promising, we should look at this 7% co-sponsorship. The chances of success of this topic look good.

ACTION ITEM: Member Reps – Get on the IEEE website, familiarize yourself, and get access to the TAB meeting presentations. AI-0191

MOTION: Paolo Carbone moves that we participate in the new plan to publish a new Transactions on Cloud Computing, per the % listed in the Computer Society proposal: Computer Society, 51%; ComSoc, 20%; PES, 15%; Systems Council 7%; Cons. Electr., 7%. 2nd Bob Rassa. Motion passed.

Discussion: It was discussed that perhaps we should up our percentage to 11% for Systems Council. Ian and Bill need to look and see if we can take a loss.

There is a Cloud Computing Initiative by the IEEE Board, and part of this will be paid from this initiative.

MOTION: Bob Rassa moved that Paolo Carbone ask the Computer Society for an increase up to 11% share of the new Transactions on Cloud Computing, if it is available, with 7% as our minimum. Motion passed. M-0074

Paolo is officially appointed to the Cloud Computing Initiative steering committee.

Technical Operations: no report

Bob Rassa recruited a new TC chair on Systems Engineering in Business and Finance: Jacky Mallett, jmallett@ieee.org. Add to list of TCs. Let Theo know.

Service Engineering could be a topic that our council could work on. It is emerging, but no focus. We need someone to lead a TC on this topic.

What about GEOSS TC? We can bring together other societies that are interested. We could suggest a joint committee. This would create more synergy.

ACTION ITEM: Mo Jamshidi – Connect Theo Saunders with the GEOSS people to see about starting a joint GEOSS TC. AI-0192

Steve Holt said the Oceanic website has a lot of policy on it that would be beneficial for us to read and use.

Distinguished Lecturer Program

Stephanie White is chair.

Nominations and Appointments – Clyde Chittister/Bob Rassa

We nominate VPs, President, and President Elect. We will do an election in the Fall to elect VP Technical Operations, VP Member Services, and President Elect. Send suggestions to Clyde and Bob.

WIE – Theo Saunders is appointed.

To clarify, the motion to approve the minutes of the past AdCom meeting approves all actions and motions taken, as we did not have a quorum at that meeting. All agree.

The meeting recessed until Friday, March 23, 2012.

Friday, March 23, 2012

Bob Lyons re-convened the meeting.

Review of February TAB Meeting – Lyons

[ACTION ITEM: Judy Scharmann – Make sure officers are on IEEE listservs to get information, and if that is not possible, forward IEEE emails to officers as appropriate. AI-0193](#)

Bob Lyons reviewed the agenda from the February TAB meeting.

Bob Lyons is on the Electric Vehicle steering committee. Please send any thoughts or insights from the view of the Systems Council.

Bob Lyons reported that the TAB N&A Committee is always looking for candidates.

[ACTION ITEM: Bob Lyons – Take a statement or a flyer about the Systems Council to TAB and hand it to all Presidents of societies who are not members of the Systems Council. AI-0194](#)

Mo suggested a panel discussion at the Systems Conference on why the Systems Council exists. Panel members can be one person from each member society.

Core Expert Group (CEG) – Bob Rassa

Bob Rassa suggested moving the Systems Council Review discussion up on the agenda to be included in CEG discussion. All agreed.

See Systems Council Review June 2012 presentation.

Bob reviewed the background. The Council began in 2005, with provisional status for 5 years. At the end of the 5 year period, SRC recommended not granting permanent status. The TMC agreed to give the Council 2 more years. The 2-year additional period expires June 2012.

One of the primary recommendations was to form a “Core Experts Group” (CEG) within each Society consisting of 5 to 7 members from each society that would assist the Council in starting new activities and help manage them.

There was a lot of discussion regarding the CEG. There was a definite lack of understanding on the part of the member societies, on what exactly the commitment was to be. Some societies felt that they had enough difficulty in staffing their own committees and they were not willing to take from their volunteer pool to staff the Systems Council CEG. Many societies sought interest from their society for the CEG, and got none.

It was reported that many times, our reps send a Systems Council Report to their respective AdComs, but there is no time during their meetings to discuss.

We need to have special issues of Systems Journal where we invite member society contributions.

[ACTION ITEM: Reps – Send comments to Bob Lyons regarding opportunities for collaboration with journal, conference, or TCs. We need this for the Council Review document. AI-0195](#)

Bob Rassa reviewed the requested information for the Systems Council Review document. The deadline to receive information is April 10, 2012. Section responsibilities are as follows:

1. FOI – Bob Rassa
2. Membership – Judy Scharmann, Bob Rassa
3. Publications – Paolo Carbone, Mo Jamshidi
4. Conferences – Bob Rassa, Chris Dyer
5. Technical Committees – Theo Saunders
6. Chapters – Stephanie White
7. Additional Activities – Bob Lyons, all
8. Web Site – Judy Scharmann
9. AdCom – Judy Scharmann, Bob Rassa
10. Fellows – Judy Scharmann, Bob Rassa
11. Finance – Ian Hiskens, Bill Semancik
12. Business Plan – Bob Lyons

Bob Rassa reviewed the business plan. The Business Plan also needs to be updated. There are sections for all officers, EIC. Same April 10 deadline.

ACTION ITEM: Roger Oliva – Write something up for the business plan related to the Systems Engineering exercise from AESS Chapter Summit. AI-0196

NASA has a Systems Engineering handbook, and the DoD is funding Stevens Institute to develop a Systems Engineering Book of Knowledge. There was discussion that perhaps IEEE should look at this collection, and develop a simplified Systems Engineering Handbook.

ACTION ITEM: Mo Jamshidi – Look into a compilation of SE Handbooks and develop a simplified handbook; a summary Handbook that covers the essential elements of System of Systems engineering, including references. IEEE could publish this. Send a short write up about the project to Rassa/Lyons by April 10. Entire project will take about 2 years. AI-0197

We don't see any motivation to change our Field of Interest (Fol).

ACTION ITEM: Bob Lyons – Talk to John Walz about getting the Computer Society back into the Council. AI-0198

NDIA and AIA – add to list of accomplishments in our Business Plan.

ACTION ITEM: Stephanie White - Get list of Chapter Chairs from member societies and see if we can form joint chapters. AI-0199

We have not followed up with the member societies regarding the CEG. We have a fundamental duty to link with the societies. We need to let the societies know what we can do for them. We will not abandon the CEG. We need to be more specific with tangible responsibility. We need a more focused approach.

ACTION ITEM: Bob Lyons/Ian Hiskens – Follow up in the communication regarding CEG, alter CEG approach. Begin dialog with member societies to show reciprocal benefits. For example, we need more reviewers for our conference papers, and in turn, we will offer some reviewers to our member societies. AI-0200

We need to be clear to our member reps what their responsibilities are. It was pointed out that the CEG could have been perceived as only benefitting the council. We need to point out the reciprocal benefits.

Governing Documents – Rassa/Montrose

See presentation.

Bob Rassa reviewed the administrative issues for the Governing Documents. Bob reviewed the proposed changes in the Constitution and the proposed changes in the Bylaws.

ACTION ITEM: Bob Lyons – Send a note to Jayne Cerone designating TAB alternate to be as follows: even year – Past President; odd year – President Elect. AI-0201

MOTION: Rich Hochberg moves that we waive the 30-day notification process to amend the Constitution, mandated in Article XI of the Constitution. Rassa 2nd. Motion passed. M-0075

No discussion.

MOTION: Rich Hochberg moves that we approve proposed changes to the Systems Council Constitution. Bill 2nd. Motion passed. M-0076

No discussion.

MOTION: Rich Hochberg moved to approve proposed changes to the Systems Council Bylaws. Mark Montrose 2nd. Motion passed. M-0077

No discussion.

New Business

Increase Systems Journal page count: We want to increase the page count from 600 to 630. You can increase page count in the middle of a year. If the increase is less than 20%, we can do it without penalty. It costs the council about \$70 per page. This will reduce backlog and will increase revenue from Xplore.

How do we recover extra page charges?

Currently it is 10 pages +2. Should we raise to 10 pages +4? 10 pages free for the author.

Bob Lyons mentioned that AESS had someone assigned to collect these over length page charges. We should probably put this process in place.

ACTION ITEM: Judy Scharmman – Put Mo Jamshidi and Bill Semancik in touch with Jose Bolanos to find out about the process of collecting over length page charges. AI-0202

If we collect, we need to coordinate with IEEE, so our authors are not inundated with these requests.

What about short papers, or “letters”? Should we consider this?

Mo brought up the idea of “Correspondence”, or “Short Paper”. Shorter paper will be reviewed quicker. There was also discussion about turning a conference paper into a journal paper. It must be expanded for the Journal.

MOTION: Paolo Carbone moved that we expand the scope of the Journal to include “Short Paper”, to be 4 pages maximum length. Roger Oliva 2nd. Motion passed. M-0078

MOTION: Paolo Carbone moved that we increase the page count budget in 2012, from 600 pages to 720 pages, contingent on info from IEEE, indicating that there are no penalties that we have overlooked. Ian Hiskens, 2nd. Motion passed. M-0079

Discussion: Why do we only increase 10%? Because 20% would be too expensive. 20% would cost \$8,400. Our VP Finance is more comfortable with less.

Roger recommends an amendment to raise to 100 page increase. Paolo accepts change. There was discussion about why we shouldn't raise the full 20%, or 120 pages. Roger made the friendly amendment.

MOTION: Paolo Carbone moved to allow authors to submit full papers with 14-page max, the first 10 pages being free of charge, and each page over 10 has a mandatory page charge of \$150 per page. Lazlo 2nd. Motion passed. M-0080

MOTION: Bob Rassa moved that we reduce the member society dues in 2013 from \$5,000 to \$4,000. 2nd Rich. Motion passed. M-0081

Discussion: Should we not wait until after June to do this? We should have a number in mind and show it in our business plan.

MOTION: Rich Hochberg moved that the President has the authority to contract for an Exec. Assist for up to \$10,000 per year, plus expenses. Bob Rassa 2nd. Motion passed. M-0082

What about page charges for 2013? Take off-line between EIC and Finance. Keep Paolo informed.

ACTION ITEM: Bob Lyons – Contact Klaus Breuer and Roger Kaul regarding the CEG. They want to be part of the discussion in the CEG re-formation. AI-0203

Next meeting will be Sept. 2012 via telecon.

MOTION: Bob Rassa moved to adjourn the meeting. Bill Semancik 2nd. Motion passed. M-0083