**IEEE Solid-State Circuits Society**

**Administrative Committee**

26 September 2014

 Palazzo del Casinò Lungomare Marconi 30, 30126 Venice Lido, Italy

**AGENDA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 13:00 | SSCS AdCom | Info | Bill Bidermann | AdCom - Full meeting - Introduction - Welcome |
| 13:05 | SSCS AdCom | Motion | Mike Beunder | Approval of Prior Meeting's Minutes |  |
| 13:15 | SSCS AdCom | Report | Shekhar Borkar | Treasurer's Report |  |  |  |
| 13:20 | SSCS Adcom | Info | Bill Bidermann | IEEE Budgeting Process |  |  |
| 13:35 | SSCS Mem | Info | Tzi-Dar Chiueh | Membership Committee |   |   |
| 13:50 | SSCS Pub Committee | Report | Glenn Gulak | Publications Committee |  |  |
| 14:05 | SSCS Mtgs Committee | Report | Ken O | Meetings Committee Reports |  |
| 14:15 | SSCS Mtgs Committee | Report | Jan van der Spiegel | ISSCC |  |  |  |  |
| 14:25 | SSCS AdCom | Report | Domine Leenaerts | Distinguished Lecture Program |  |
| 14:40 | SSCS CC | Report | Jan van der Spiegel | Chapters Committee |  |  |
| 14:55 | SSCS | Procedural | Bill Bidermann | Break |  |  |  |  |
| 15:05 | SSCS AdCom | Report | Mike Beunder | Management Council + SSCS Strategy |
| 15:20 | SSCS Adcom | Discussion | Bill Bidermann | SSCS "Investment Strategy"/Tactics |  |
| 16:35 | SSCS AdCom | Report | Rakesh Kumar | Sections Congress/Nominations Committee/Magazine Advisory Committee |
| 16:45 | SSCS Pub Committee | Report | Michael Flynn | JSSC EIC Report |  |  |  |
| 16:55 | SSCS AdCom | Motion | John Corcoran | Awards |  |  |  |  |
| 17:05 | SSCS CR | Report | Emre Aryanci | Young Professionals |  |  |
| 17:10 | SSCS AdCom | Info | Shekhar Borkar | Financial Implications of this Meeting |  |
| 17:20 | SSCS AdCom | Info | Bill Bidermann | SRC Review Update |  |  |
| 17:25 | SSCS AdCom | Procedural | Bill Bidermann | Adjournment |  |  |  |

**MINUTES**

**PART B: SUMMARY OF MOTIONS**

**Motion 1:** Presented by Bill Bidermann. To approve the meeting minutes of the AdCom meeting of February 2014.  The motion passed.

**Motion 2**: Presented by Ken O. Seconded by Jan van der Spiegel. To advance US$ 50K to the VLSI Symposium on Circuits.  The motion passed.

**Motion 3**: Presented by Ken O. To approve an advance of US$ 60K in CICC pending a review of their future strategy.  The motion passed.

**Motion 4**: Presented by Domine Leenaerts. To increase the budget for the DL Program with US$ 25K to US$ 80K.  The motion passed.

**Motion 5**: Presented by Michael Flynn. To request a budget of US$ 15K for the improvement of the web page of the journal.  The motion passed.

**Motion 6**: Presented by Michael Flynn. To request a budget of US$ 30K for the development of a JSSC tablet reader.  The motion passed.

**Motion 7:** Presented by Bill Bidermann. To allocate budget of US$ 60K covering the expansion of existing programs (chapter subsidy, DL program, travel, and educational activities – full list provided in slide set). The motion passed.

**Motion 8**: Presented by Bill Bidermann. To allocate an amount of US$ 15K to improve the member recognition program. The motion passed.

**Motion 9**: Presented by Bill Bidermann. To allocate a budget of US$ 45K (US$ 15K/conference: ASSCC, CICC, VLSI Symposium) to improve these conferences. The motion passed.

**Motion 10:** Presented by Bill Bidermann. To ask Mr. Chandrakasan to reduce the ISSCC surplus with US$ 30K and allocate this surplus to improve the experience of the conference attendees. The motion passed.

**PART B: MEETING MINUTES**

Meeting Attendance

1. Voting members present

2. Voting members absent

3. Non-voting members present
 
4. Non-voting members absent

5. Honored Guests absent



1. IEEE Staff

 Lauren Caruso (call-in)

1. APPROVAL OF MINUTES Bill Bidermann

SSCS President Bill Bidermann opened the meeting (13:00) with a motion to approve the minutes of the last AdCom meeting. The motion was seconded by Jan van der Spiegel.

**Motion 1:** Presented by President Bidermann. To approve the minutes of the AdCom meeting of February 2014. The motion passed.

2. TREASURY REPORT Shekhar Borkar

Treasurer’s report shows Society on track according to plan. Current SSCS surplus actual is reported at US$ 409K even though current number shows US$ 28K. Difference is due to the unclosed status of the ISSCC conference 2014 books. The Treasurer states that US$ 205K is available for additional spending in 2014. Mr. Kelly explains that the SSCS’s budgetary reserve (US$ 7.4M) cannot be accessed unless through the use of the TAB 3% rules allowance and marked in the approved budget by TAB policy for society initiatives. Mr. Bidermann repeated his encouragement from last meeting to come up with new initiatives that will help the Society to grow as well as improve its quality. Mr. Kelly also states that new initiatives to be deployed under this additional spending may last anywhere between one and three years. If successful, they can become part of the standard program and a fixed part of the budget.

***Slide set:*** *Treasurers Report - Borkar ESSCIRC 2014 FINAL 9-18-2014.pptx*

3. IEEE BUDGETING PROCESS Bill Bidermann

President Bidermann explained the IEEE process for budgeting. Following formula covers this process:

Yearn Surplus = Yearn Revenue – Yearn Expense – H + G

H (Holdback) = Surplus from Pubs and Conferences in Yearn

G (Giveback) = 0.5 \* (Surplus from Year n-1)

G is “maybe” - “The 50% Rule” – comes after 1st quarter, not guaranteed

This results in a frugal and conservative budgeting process.

President Bidermann discusses the flat rate fee required by Xplore for sponsored conferences to get into Xplore. Xplore now charges US$ 1,500 for each sponsored conference which wants its articles from its proceedings to be included in Xplore.

President Bidermann also covered the process for coming up with new programs and their related investment. This is set for the end of the afternoon today. Also, we should consider expanding existing programs as well as new programs. Three committees are identified that will use the time after the break to discuss different options; useful guidance and outlines will be presented in Mr. Beunder’s presentation on SSCS strategy. The objective is to come to an investment strategy rather than an approach that is driven by the flavor of the day.

***Slide set:*** *president\_biderman.pptx*

4. MEMBERSHIP COMMITTEE Tzi-Dar Chiueh

Mr. Chiueh noted the membership developments which have been declining since 2003. Although we were able to turn that around in 2013, 2014 shows a decline again. Mr. Sansen commented on the state of the Chapters (the Society has 90 chapters), concluding that there is not enough pull from the chapters for the DL program. Mr. van der Spiegel commented that there should be a follow-up with non-returning members to determine why they are not returning.

***Slide set:*** *MmbrshpCom Sep 2014 Tzidar Chiueh.pptx*

5. PUBLICATIONS COMMITTEE REPORTS Michael Flynn

Mr. Flynn stood in for Mr. Gulak. The reader app for tablets was covered by Mr. Flynn. The app is currently under development and can be downloaded (location in slide set). Also, the new journal, JxCDC, was covered. Mr. Kumar covered the Solid-State Circuits Magazine. Upcoming issues were covered with key contributors.

***Slide set:*** *PubsAdComMtgSept2014.pptx*

***Slide set:*** *SSCS Magazine\_Mag Adv Board\_AdCom\_140926 f.pptx*

6. MEETINGS COMMITTEE REPORTS Ken O

Mr. O reported on the financially and technically sponsored meetings. Overall statistics on the quality of the meetings is good. Acceptance rates are hovering around 35%. Mr. O brought forward his concerns about the attendance of CICC which is low. The comparison with ESSCIRC is made (similar conference content/focus). Mr. O mentioned that ICCAD (technically sponsored by us) has not forwarded its statistics for the last two years which is grounds for Mr. O's decision to terminate our sponsorship. Also mentioned was DAC (Design Automation Conference) that attracts a high number of visitors, but there are no actuals on the actual number of conference registrants. Mr. O also brought up the problem related to Chapter sponsored conferences. Today, Mr. van der Spiegel has created a website that at least makes these conferences visible. However, Mr. O states that more must be done, specifically with respect to the system for checking papers on double submissions and/or plagiarism. There will at least be a way to check if papers are submitted for inclusion into Xplore. In general though, it will be impossible to police all these meetings.

**Motion 2**: Presented by Ken O. Seconded by Jan van der Spiegel. To advance US$ 50K to the VLSI Symposium on Circuits.  The motion passed.

**Motion 3**: Presented by Ken O. Seconded by Bill Bidermann. To approve an advance of US$ 60K in CICC pending a review of their future strategy.  The motion passed.

**Action Item**: Staff to get number of registrants who attended DAC 2014. Answer: 4,168

***Slide set:*** *Ken O - ADCOM\_Meetings\_Comm\_9\_26\_14.pptx*

7. ISSCC Jan van der Spiegel

Mr. van der Spiegel reported on ISSCC. Date for the 2015 conference is February 22 – 26 in the Mariott in San Francisco. A quick summary of the 2014 conference was given and the technical program for 2015 was covered.

***Slide set:*** *VdSpiegel\_ISSCC Adcom Sept 2014.pptx*

8. DISTINGUISHED LECTURER PROGRAM REPORT Domine Leenaerts

Domine presented the status of the DL Program and noted that an increase of the budget was needed. It was also noted that more support from the Chapters was needed, most of the DL tours are pure push from the DL committee and there was no pull from the Chapters. Details of a tour were discussed. It was also noted that the expenses could be moderated and the organization simplified if more local DL’s would be available.

**Motion 4**: Presented by Domine Leenaerts. To increase the budget for the DL Program with US$ 25K to US$ 80K.  The motion passed.

***Slide set:*** *DL\_leenaerts\_Venice.pptx*

9. CHAPTERS COMMITTEE REPORT Jan van der Spiegel

Mr. van der Spiegel covered the status of the Society’s chapters. Currently, the Society has 90 chapters. Mr. van der Spiegel covered the different ways SSCS supports its chapters. A key concern was the fact that only a third of the 90 chapters are really active.

***Slide set:*** *VdSpiegel\_ChaptersUpdate\_AdComSept 2014-KO\_JVdS.pptx*

10. TECHNOLOGY MANAGEMENT COUNCIL & SSCS STRATEGY Mike Beunder

Mr. Beunder reported on the successful conversion from Council to Society and the importance of communication with the Chapters. The important test is the member registration during the coming three months when members need to renew their IEEE membership.

***Slide set:*** *16\_BEUNDER\_STATUS TMC Sep 2014.pptx*

Mr. Beunder strategy outline document had been distributed to all attendees before the meeting so only a quick summary was given. Three were proposed: career development, education and operational excellence. Mr. Kumar would like to see the Solid-State Circuits Society as a focus prominent in the strategy and President Bidermann also highlighted the importance of recognition as a key value/service of the Society. Mr. Nauta suggested that a good way to determine the value of the Society is to see what would happen if you would remove it from IEEE – what would members (and non-members) miss? It was determined that a sub-group should further the strategy outline. Following people registered for this group: Emre Ayranci, Bill Bidermann, Rakesh Kumar, Bram Nauta, Ken O, Willy Sansen.

***Slide set:*** *16 Beunder SSCS Strategic Perspective.pptx*

11. SSCS "Investment Strategy"/Tactics Bill Bidermann

Only a short note from President Bidermann to take the previous strategic outline into account for the discussion that will follow at the end of the meeting.

12. SECTIONS CONGRESS/NOMINATIONS COMMITTEE/MAGAZINER ADVISORY COMMITTEE Rakesh Kumar

Mr. Kumar presented the nominations committee 2014. There is room for more people on the Committee so there was a request for volunteers.

***Slide set:*** *SSCS Nominations Committee\_140926.pptx*

13. JSSC EIC REPORT Michael Flynn

Mr. Flynn discussed the results of the five year periodical review which was, without exception, all positive. Some suggestions were made for further improvement.

**Motion 5**: Presented by Michael Flynn. To request a budget of US$ 15K for the improvement of the webpage of the journal.  The motion passed.

**Motion 6**: Presented by Michael Flynn. To request a budget of US$ 30K for the development of a JSSC tablet reader.  The motion passed.

***Slide set:*** *2014-09\_Adcom\_Flynn.pptx*

14. AWARDS John Corcoran

Mr. Corcoran presented the state of the awards program. He noted that it was difficult to find enough valid applications for the different awards. Mr. van der Spiegel noted that it will require more effort to find applications. At the same time, it was put down as a requirement that the quality should not be impacted. The work required (writing letters of recommendation) is sometimes a bottleneck, in particular at the university. It is not uncommon that nominees are to write their own letter of recommendation. Mr. Makinwa wanted to stress the fact that in almost all cases the award is not about the money, but about the recognition. Mr. Kelly suggested a small task force which would include Mr. Makinwa, to look at ways to reduce the paperwork on the awards application. President Bidermann seconded that suggestion and asked Mr. Corcoran to take the lead in that task force.

***Slide set:*** *Awards\_Corcoran 9-26-2014.pptx*

Break started at 4:14 PM to allow the three groups to work on their proposals for new or expanded programs that would require additional funding. The break ended at 5:02 PM

15. PROGRAM PROPOSALS Bill Bidermann

The three groups (Publications/Mike Flynn, Memberships/Tzi-Dar Chiueh , Meetings/Ken O) that worked on program proposals to be funded out of this year’s surplus are reporting back in the full meeting.

Based on their work the following motions were fielded:

**Motion 7:** Presented by Bill Bidermann. To allocate budget of US$ 60K covering the expansion of existing programs (chapter subsidy, DL program, travel, and educational activities – full list provided in slide set). The motion passed.

**Motion 8**: Presented by Bill Bidermann. To allocate an amount of US$ 15K to improve the member recognition program. The motion passed.

**Motion 9**: Presented by Bill Bidermann. To allocate a budget of US$ 45K (US$ 15K/conference: ASSCC, CICC, VLSI Symposium) to improve these conferences. The motion passed.

**Motion 10:** Presented by Bill Bidermann. To ask Mr. Chandrakasan to reduce the ISSCC surplus with US$ 30K and allocate this surplus to improve the experience of the conference attendees. The motion passed.

The following budget requests require approval. However, as the required quorum was no longer present, the voting for these motions needs to be executed at a later stage.

**Budget proposal #1**: Proposed by Bill Bidermann. To allocate a budget of US$ 17K to cover the granting of lifetime Society membership awards for the receivers of the best paper awards at the ISSCC Conference and the JSSCC journal.

**Budget proposal #2**: Proposed by Bill Bidermann. To allocate US$ 5K in the budget to use for the improvement of tutorials and webinars.

**Budget proposal #3**: Proposed by Bill Bidermann. To allocate a budget of US$ 15K to facilitate the switch from our web conference platform, WebEx, to the Go-to-Webinar platform.

16. ADJOURN Bill Bidermann

The meeting was adjourned at 5:45 PM.