# IEEE Solid-State Circuits Society
# Administrative Committee Meeting Minutes

## Monday, June 12, 2023
**Kyoto, Japan**
Rihga Royal Hotel and Virtual via Webex

**ATTENDEES**

**VOTING MEMBERS PRESENT:**

| | |
|---|---|
| John Long | Zeynep Toprak Deniz |
| Bill Bowhill | Woogeun Rhee |
| Kenneth O | Amara Amara |
| Kathy Wilcox | Rikky Muller |
| Alessandro Piovaccari | Danielle Griffith |
| Hoi-Jun Yoo | Esther Rodriguez-Villegas |
| Yusuke Oike | Chris Mangelsdorf |
| Kazuko Nishimura | Carlos Tokunaga |
| Ichiro Fujimori | Daniel Friedman |
| Makoto Takamiya | Ali Sheikholeslami |
| Farhana Sheikh | Shanthi Pavan |

**VOTING MEMBERS ABSENT:**

| | |
|---|---|
| Alicia Klinefelter | Chulwoo Kim |
| Brian Floyd | Frank O'Mahony |
| Bram Nauta | |

**NON-VOTING MEMBERS PRESENT:**

| | |
|---|---|
| Rakesh Kumar | Eugenio Cantatore |
| Jeremy Cosson-Martin | Tony Chan Carusone |
| John Corcoran | Pieter Harpe |
| Boris Murmann | Vivek Tiwari |
| Makoto Ikeda | Alvin Loke |
| Bruce Hecht | |

**NON-VOTING MEMBERS ABSENT:**

| | |
|---|---|
| Waleed Khalil | Dennis Sylvester |
| Trudy Stetzler | Bill Bidermann |
| Steve Kosonocky | Leo Belostotski |
| Filip Tavernier | Dan McGrath |

Joao Goes

Vivek De

Romaine Dumant

Rubia Yazicigil Kirby

Azad Naeemi

Payam Heydari

Kaushik Sengupta

Daniel Limbrick

Sanu Mathew

Bryan Ackland

Emre Ayranci

Michael Mulligan

Milin Zhang

**GUESTS:**

**STAFF:**

Adam Greenberg

Danielle Marinese

Aeisha VanBuskirk

Ashley Seda

**SUMMARY OF MOTIONS**

**MOTION 1:** Approve the Meeting Agenda. The motion was made by John Long with a second by Farhana Sheikh. **The motion passed.**

**MOTION 2**: Approve the [minutes of the previous AdCom Meeting](). The motion was made by John Long with a second by Farhana Sheikh. **The motion passed.**

**MOTION 3:** Approve $7,000 from the project budget to fund IEEE Engineering Projects in Community Service (EPICS) projects. The motion was made by John Long with a second by Ken O. **The motion passed.**

**MOTION 4:** Approve the Fellow Evaluation Committee for the IEEE Fellow class of 2025. The motion was made by John Long with a second by Farhana Sheikh.  **The motion passed**.

**MOTION 5:** Renew SSCS's IEEE Brain Technical Community membership for three years (2024-2026) and upgrade to supporting membership at a cost of up to $17,500 per year. The motion was made by Rikky Muller and Milin Zhang with a second by Hoi-Jun Yoo.  **The motion passed**.

**MOTION 6:** Approve submission of a proposal through the IEEE Periodicals Committee process to form the IEEE Radio-Frequency Integrated Circuits and Systems Magazine (RFICS-M.) The motion was made by the SSCS Publications Committee. John Long moved to amend the motion to read, "Approve submission of a proposal through the IEEE Periodicals Committee process to form the IEEE Radio-Frequency Integrated Circuits and Systems Magazine (RFICS-M) and sunset the RFIC VJ." The motion to amend was seconded by Hoi-Jun Yoo. **The motion to amend passed, and the motion passed as amended**.

**MOTION 7**. Elect Daniel Friedman SSCS Vice-President for the 2024-2025 term. The motion was made by the SSCS Nominations Committee. **The motion passed**.

**MOTION 8**. Elect Bill Bowhill SSCS President-Elect for the remainder of 2023, and SSCS President for the 2024-2025 term. The motion was made by the SSCS Nominations Committee. **The motion passed**.

**MOTION 9**. Support the International Conference on VLSI Design (VLSID) as a technically co-sponsored conference for the next three years (2024-2026.) The motion was made by the SSCS Conferences Committee. **The motion passed**.

**MOTION 10**. Support the Latin American Symposium on Circuits and Systems (LASCAS) as a technically co-sponsored conference for the next three years (2024-2026.) The motion was made by the SSCS Conferences Committee. **The motion passed**.

**MOTION 11**.  Support the International Conference on AgriFood Electronics (CAFE) as a technically co-sponsored conference for the next three years (2023-2025.) The motion was made by the SSCS Conferences Committee. **The motion passed**.

**MOTION 12**. Pre-approve continued support of the Design, Automation and Test in Europe Conference (DATE) as a technically co-sponsored conference for the next three years (2024-2026.) The motion was made by the SSCS Conferences Committee. Alessandro Piovaccari moved to amend the motion to read,

"To provide final approval of continued support of the Design, Automation and Test in Europe Conference (DATE) as a technically co-sponsored conference for the next five years (2024-2028.)" The motion to amend was seconded by Hoi-Jun Yoo. **The motion to amend passed, and the motion passed as amended**.

**MOTION 13**. Pre-approve continued support of the Design Automation Conference (DAC) as a technically co-sponsored conference for the next three years (2024-2026.) The motion was made by the SSCS Conferences Committee. Alessandro Piovacarri moved to amend the motion to read, "To provide final approval of continued support of the Design Automation Conference (DAC) as a technically co-sponsored conference for the next three years (2024-2026.) The motion to amend was seconded by Bill Bowhill. **The motion to amend passed, and the motion passed as amended.**

**MOTION 14**. Approve a modified SSCS Fellow Evaluation Committee for the class of 2025. The motion was made by John Long with a second by Farhana Sheikh. **The motion passed**.

### SUMMARY OF ACTION ITEMS

**ACTION ITEM 1**. Reach out to contacts at DAC regarding status of a new three-year MOU covering 2024-2026.  **(Owner: Vivek Tiwari)**

**ACTION ITEM 2**. Investigate the viability of identifying Brokaw Award candidates by mining paper citations and download statistics from Xplore.  **(Owner: Chris Mangelsdorf)**

The meeting came to order at 1:43 pm JST.

**Introduction, housekeeping and roll call – Adam Greenberg**
- Adam explained the hybrid AdCom format.
- Voting will be done via unanimous consent.
- For further details beyond the meeting notes, all presentations can be found on the Agenda Tool: https://agd.ieee.org/mpt/Uploads/3/Agenda.aspx?eid=18240
- The meeting was recorded.
    o Link to recording: https://us06web.zoom.us/rec/share/-InrjAwNF-pYXA4PTB0qCNQrONq0FfOkZxzvabviggUZ1HbsjUjwSXfkZdws-cRY.cpXiVUIE7VX3umP8
    o If prompted for a passcode: Dn4C9KW=
- A quorum was present.

**President's Welcome -- John Long**
- John acknowledged the following AdCom members
    o Terri Fiez (outgoing Treasurer)
    o Zeynep Lulec (outgoing YP Chair)
    o Frank O'Mahony (outgoing Education A-VP and DL Chair)
    o Kathy Wilcox (outgoing Membership A-VP and Diversity Chair)
    o Jan Van der Spiegel (outgoing SSCS representative to CASS)
- The following successes were noted:
    o ISSCC's return to in-person with ~2,800 attendees.
    o More than 125 chapters.
    o More than 10k YouTube channel subscribers, with Circuit Insights content driving interest.
    o A new Arduino contest that engages high-school and undergrad students.
    o A third PICO Chipathon (open-source design contest) in progress.
    o PICO "Code-a-Chip" Travel Grants (7 at ISSCC, 3 at VLSI.)

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**MOTION 2**: Approve the meeting minutes of the previous AdCom Meeting. The motion was made by John Long with a second by Farhana Sheikh. **The motion passed.**

**MOTION 3:** Approve $7,000 from the project budget to fund IEEE Engineering Projects in Community Service (EPICS) projects. The motion was made by John Long with a second by Ken O. **The motion passed.**

**MOTION 4:** Approve the Fellow Evaluation Committee for the IEEE Fellow class of 2025. The motion was made by John Long with a second by Farhana Sheikh. **The motion passed**.

**Treasurer's Report – Kathy Wilcox**
- Strong 2022 results; net from operations was just under $1.85M.
- Spent $723k on projects (a.k.a. initiatives) versus $174k budget, however the budget figure was reflective of three percent funding only. Subsequent 50 percent funding, which was based on a robust 2021 surplus, allowed for the extra spending.

- Both three percent and 50 percent funding is not expected to be as plentiful in 2024; this is due to 2023 costs normalizing as the pandemic recedes which in turn is expected to cause results to come in much closer to budget.
- 2023 results through April show lower conference revenue and higher expense attributable mainly to ISSCC, although an error in calculating 2022 VLSI revenue bled into 2023 and will be corrected in a subsequent financial report.
- We also are seeing lower-than-expected revenue in our Journals/Transactions/Reviews line, with JSSC IEL $28k below plan. Overlength page sales are $18K below plan and showing no signs of reversing, and these trends are not being entirely offset by below-plan expenses.
- Despite challenges, April forecast has us at $192k net for the year.
- 3% Spending Rule:
    - Eligible S/Cs can spend up to 3% of their share of the reserves for new initiative projects, provided the aggregate of the spending does not exceed 1% of the total TA reserves.
    - Following-year 3% projects proposed and prioritized in first half; funding approved by TAB Treasurer in Q3.  Typically SSCS received 1.5-2% or $270k (SSC reserves ~$15M.)
- 50% Rule:
    - Qualifying S/Cs can spend up to 50% of their prior year operating surplus (before investment returns); this spending should be identified in the current-year forecast.
- Both rules apply to new, non-operational initiatives only.
    - Three-year lifecycle.
    - If no first-year expense, clock can be reset.
- $349k in project requests for 2024 at the outset of this meeting.

**Education Committee -- Ali Sheikholeslami**
- Successful ISSCC 2023 Circuit Insights (500+ attendees from 40 countries)
- SSCS YouTube: 518.2k views as of May 8; 10,100 subscribers as of June 8 (from 5,901 on January 1, 2022.)
- Behzad Razavi created first ISSCC Deep Dive for Wireline; will serve as model for other topics. He has agreed to lead this initiative moving forward.
- Jeremy Cosson-Martin will lead the SSCS Arduino Contest moving forward.
- 17 DL talks so far in 2023: 14 in person, 3 virtual.
- Six webinars to date with 1,000 total participants.
- 2023 Circuit Contest in progress; deadline for submissions July 31.
- 127 teams signed up for Arduino Contest as of June 8; 14 provided with financial aid. Looking to expand beyond U.S. and Canada.
- Theme of Video Primers project is Beauty of Circuits; to be led by Behzad Razavi.

**Councils, Committees and Initiatives -- Bill Bowhill**
- SSCS participates in five councils and seven communities; total financial commitment $43.25k in 2023 and $43.5k in 2024 (proposed.)
- All IEEE member participation up ~7%, SSCS down ~4% except Brain where IEEE Participation down ~8% and SSCS growing ~30%
- Transportation Electrification Community: Recommendation from Steve Kosonocky is to support development of community at IEEE level but not to join. Focus is on power infrastructure with minimal circuits content.

**MOTION 5:** Renew SSCS's IEEE Brain Technical Community membership for three years (2024-2026) and upgrade to supporting membership at a cost of up to $17,500 per year. The motion was made by Rikky Muller and Milin Zhang with a second by Hoi-Jun Yoo.  **The motion passed**.

**Technical Committee on the Open Source Ecosystem (TC-OSE)/Solid-State Circuits Directions (SSCD) -- Boris Murmann,  Payam Heydari, Kaushik Sengupta**
- No SSCD presentation given.
- TC-OSE: SSCS' window into emerging open-source ecosystem
- 2023 PICO Chipathon:
    - 24 mm$^2$ silicon donation by Globalfoundries.
    - New CfP, currently selecting participants.
- Code-a-Chip travel grants:
    - 7 travel grants awarded at ISSCC.
    - 3 travel grants to be awarded at VLSI.
- Regular column in magazine ("PICO Chronicles"); preparing special issue for SSCS magazine and Design & Test.
- ISCAS 2023 special session and breakfast talk.
- Future goal: enable analog tiny tapeouts (inspired by success story of digital tiny tapeouts, Matt Venn.)

**Publications Committee – Shanthi Pavan**
- Impact factor for SSC-L and JxCDC expected in July.
- No impact factor for magazine; failed editorial triage. Will resubmit.
- Ad hoc formed to find new Editors-in-Chief for SSC-L and OJ-SSCS.
- Reviewer Rewards:
    - Extensive software support, database exchange needed to create across Division 1.
    - For starters, SSCS will have its own effort: identify ``star" reviewers in early January; secure goodies that can be picked up at ISSCC.

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**Nominations Committee – Kenneth O** (presentation time switched with Conferences Committee)
- Evaluated 24 Member-at-Large nominees: Five from Region 8, nine from Region 10, and 10 from North America.
- Selected eight nominees for the slate: Jung Hwan Choi, Nadine Collaert, Pieter Harpe, Rabia Yazicigil Kirby, Sugako Otani, Tim Piessens, Woogeun Rhee, Nan Sun.
    - Many more highly qualified nominees; a key deciding factor was improving geographical representation.
    - Identified a back-up nominee for each region.
- Election was held for SSCS Vice-President for the 2024-2025 term, and for SSCS President-Elect for the remainder of 2023/SSCS President for the 2024-2025 term

**MOTION 7**. Elect Daniel Friedman SSCS Vice-President for the 2024-2025 term. The motion was made by the SSCS Nominations Committee. **The motion passed**.

**MOTION 8**. Elect Bill Bowhill SSCS President-Elect for the remainder of 2023, and SSCS President for the 2024-2025 term. The motion was made by the SSCS Nominations Committee. **The motion passed**.

**Conferences Committee – Alessandro Piovaccari** (Presentation time switched with Nominations Committee)
- Extending scope of technically co-sponsored conferences: expanding outreach in underserved areas and emerging fields and technologies
- Conference Collaboration Sub-committee is still a work in progress
- Started working on an extended Conferences Committee –Voting Members + Initiatives Working Group.
- SSCS guidelines needed to address paper quality issues, participation of Technical Program Committee members at financially co-sponsored conferences?
- Improve transparency re: membership, rotation, terms of conference organizing committees
- Improve cooperation between conferences

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**ACTION ITEM 1**. Reach out to contacts at DAC regarding status of a new three-year MOU covering 2024-2026. **(Owner: Vivek Tiwari)**

**New Business** (presentation time moved before Membership Committee, Project Updates, and Financial Implications)
- The next SSCS AdCom meeting will be held virtually on Monday, 14 August, at 9 a.m. EDT to discuss and vote on the 2024 SSCS budget.
- Following the initial vote, it was discovered that Pietro Andreani will leave the Fellow Evaluation Committee in 2024. A vote was held on a modified committee with Tzi-Dar Chiueh of National Taiwan University replacing Professor Andreani.

**MOTION 14**. Approve a modified SSCS Fellow Evaluation Committee for the class of 2025. The motion was made by John Long with a second by Farhana Sheikh. **The motion passed**.

**Membership Committee – Daniel Friedman**
- Membership remains at highest level since at least 2010. Target engagement at burst of new members and new student members!
- Chapters: initiated pre-college initiatives; chapter steering committee rotation completed and process developed; one new chapter so far in 2023 with several more in process.
  - Chapters budget—should it be raised? Should subsidy be indexed to activity or tailored to regional costs?
- Expanded WiC sub-committee membership and engagement; improved statistics and data gathering; developed childcare at conferences pilot proposal.
- YP: Chronus successfully transitioned from project budget to operational budget
- Awards: Meindl can support 2 awards/yr; Brokaw winner selected for 2023; 100 applicants for pre-doc!
  - Plan for award (re)vitalization, especially for newer awards
- Seeking AdCom members to help with YP mentorship advising, YP WIE webinar advising, award liaison.
- Dan requested $50k in project funding for Project OnBoard, which aims to kindle a passion for electronics design in high school age students by helping them learn to make fun and useful printed circuit boards at no cost to them or their schools.

**ACTION ITEM 2**. Investigate the viability of identifying Brokaw Award candidates by mining paper citations and download statistics from Xplore. **(Owner: Chris Mangelsdorf)**

**Project updates**
- Only updates on the [Family Care](#) and [Bootstrapping Code-a-Chip Travel Grant & Hackathon Program](#) proposals were given. The 2024 project list can be found [here](#).

**Financial implications of this meeting – Adam Greenberg**
- $7,000 from the 2023 project budget to fund EPICS projects per Motion 3.
- Up to $12,500 ($17,500 less current $5,000 sponsorship) from the 2024 operations budget to renew/increase Brain participation per Motion 5.
- Project requests totaling $399,000 for 2024.

# Meeting Agenda
## Time zone is Japan Standard Time (UTC +9)
Modified agenda with order of events matching these minutes:
https://agd.ieee.org/mpt/Uploads/3/Agenda.aspx?eid=18240

| No. | Time | Type | Presenter | Agenda Item |
|---|---|---|---|---|
| 1 | 13:00 | Procedural | Adam Greenberg | Introduction, housekeeping, and roll call |
| 2 | 13:05 | Procedural | John Long | President's welcome |
| 3 | 13:15 | Motion | John Long | Approve agenda |
| 4 | 13:17 | Motion | John Long | Approve Winter 2023 AdCom meeting minutes |
| 5 | 13:20 | Motion | John Long | EPICS funding |
| 6 | 13:20 | Motion | John Long | Approve Fellow Evaluation Committee for the IEEE Fellow Class of 2025 |
| 7 | 13:20 | Report | Kathy Wilcox | Treasurer's report |
| 8 | 13:30 | Report | Ali Sheikholeslami | Education committee report |
| 9 | 13:50 | Report | Bill Bowhill | Councils, committees and initiatives report |
| 10 | 14:05 | Motion | Rikky Muller | Renew Brain participation |
| 11 | 14:05 | Report | Boris Murmann, Payam Heydari, Kaushik Sengupta | TC-OSE/SSCD reports |
| 12 | 14:20 | Report | Shanthi Pavan | Publications committee report |
| 13 | 14:40 | Motion | Shanthi Pavan | RFICS magazine |
| 14 | 14:40 | Report | Alessandro Piovaccari | Conferences report |
| 15 | 15:00 | Motion | Alessandro Piovaccari | Co-sponsorship application of VLSID conference |
| 16 | 15:00 | Motion | Alessandro Piovaccari | Co-sponsorship application of LASCAS conference |
| 17 | 15:00 | Motion | Alessandro Piovaccari | Co-sponsorship application of CAFE conference |
| 18 | 15:00 | Motion | Alessandro Piovaccari | Pre-approval of co-sponsorship renewal of DATE conference |
| 19 | 15:00 | Motion | Alessandro Piovaccari | Pre-approval of co-sponsorship renewal of DAC conference |
| 20 | 15:00 | Procedural | All | Break |
| 21 | 15:10 | Report | Kenneth O | Nominations committee report |
| 22 | 15:20 | Motion | Kenneth O | Elect Daniel Friedman SSCS Vice-President for 2024-2025 term |
| 23 | 15:30 | Motion | Kenneth O | Elect Bill Bowhill SSCS President-Elect (for remainder of 2023)/President (for 2024-2025) |
| 24 | 15:50 | Report | Daniel Friedman | Membership committee and subcommittee reports |
| 25 | 16:20 | Report | Project requesters | Project updates |
| 26 | 16:35 | Report | Kathy Wilcox | Financial implications of this meeting |
| 27 | 15:40 | Discussion | All | New business/next meeting (virtual; Monday, 14 August, 9 a.m. EDT) |
| 28 | 16:40 | Procedural | John Long | Adjourn |