

IEEE Solid-State Circuits Society Administrative Committee Meeting Minutes

Sunday, Sep 8, 2024

Brugge, Belgium

Bruges Meeting & Convention Centre (BMCC) and Virtual via Webex

ATTENDEES

VOTING MEMBERS:

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|--------------------------|------------------------------|
| 1. Alessandro Piovaccari | 13. Kathy Wilcox |
| 2. Ali Sheikholeslami | 14. Makoto Takamiya |
| 3. Alicia Klinefelter | 15. Makoto Ikeda |
| 4. Bill Bowhill | 16. Manuel Delgado-Restituto |
| 5. Bram Nauta | 17. Pieter Harpe |
| 6. Brian Floyd | 18. Rabia Yazicigil |
| 7. Chris Mangelsdorf | 19. Shanthi Pavan |
| 8. Dan Friedman | 20. Tim Piessens |
| 9. Danielle Griffith | 21. Woogeun Rhee |
| 10. Farhana Sheikh | 22. Yusuke Oike |
| 11. John Long | 23. Zeynep Toprak Deniz |
| 12. Jung-Hwan Choi | |

VOTING MEMBERS ABSENT:

1. Carlos Tokunaga
2. Chulwoo Kim
3. Nadine Collaert

NON-VOTING MEMBERS PRESENT:

- | | |
|----------------------|----------------------|
| 1. Alvin Loke | 8. Harald Pret |
| 2. Antonio Liscindi | 9. Karen Galuchie |
| 3. Bruce Hecht | 10. Kaushik Sengupta |
| 4. C Antoine | 11. Korkut Tokgoz |
| 5. Dennis Sylvester | 12. Michiel Steyaert |
| 6. Eugenio Cantatore | 13. Rakesh Kumar |
| 7. Filip Tavernier | 14. Trudy Stetzler |

STAFF:

- | | |
|----------------------|----------------------|
| 1. Adam Greenberg | 3. Danielle Marinese |
| 2. Aeisha Vanbuskirk | 4. Alec Antunes |

SUMMARY OF MOTIONS

MOTION 1: Amend Bylaw 12.3.3 to formally establish the Fellow Search Committee, including how membership and responsibilities are governed, as required by the IEEE Fellow Committee. The motion was made by Bill Bowhill and seconded by John Long. **The motion passed.**

MOTION 2: Add Bylaw 12.3.4, defining membership, responsibilities and governance requirements of the SSCS Fellow Evaluation committee, as required by the IEEE Fellow Committee. The motion was made by Bill Bowhill and seconded by John Long. **The motion passed.**

MOTION 3: Approve membership of the SSCS Fellow Evaluation Committee for the Class of 2026, contingent upon agreement to serve. The motion was made by Bill Bowhill and seconded by John Long. **The motion passed.**

MOTION 4: Approve Consent Agenda. The motion was made by Bill Bowhill and seconded by John Long. **The motion passed.**

MOTION 5: Approve Action Agenda. The motion was made by Bill Bowhill and seconded by John Long. **The motion passed.**

MOTION 6: Approve SSCS technical co-sponsorship for the 2025 VLSI Symposium. Motion made by Alessandro. **The motion passed.**

MOTION 7: Add \$2500 to 2024 WiC Budget for travel grants to Brain and A-SSCC conferences. The motion was made by Zeynep Deniz and seconded by Kathy Wilcox. **The motion passed.**

MOTION 8: Add \$10k to WiC budget, beginning in 2025, for travel grants and financial support for events such as mentoring at conferences other than ISSCC. The motion was made by Zeynep Deniz and seconded by Farhana Sheikh. **The motion passed.**

MOTION 9: Add \$10k to WiC budget, beginning in 2025, to support Pilot Outreach Program in collaboration with EDS. The motion was made by Zeynep Deniz and seconded by Alvin Loke. **The motion passed.**

MOTION 10: Add up to \$5k expense to the 2025 budget/first forecast to cover conference registration and local transportation (if needed) for YP volunteers. The motion was made by Korkut Tokgoz and seconded by Dan Friedman. **The motion passed.**

MOTION 10: Discontinue JSSC author copies. The motion was made by Shanthi Pavan and seconded by Ali Sheikholeslami. **The motion passed.**

MOTION 11: Support the transition of the IEEE Internet of Things Technical Community to the Technical Community 2.0 structure. The motion was made by Dan Friedman and seconded by Bill Bowhill. **The motion passed.**

MOTION 12: Donate \$25,000 to the IEEE SSCS James D. Meindl Memorial Educational Fund. The motion was made by Bill Bowhill and seconded by John Long. **The motion passed.**

MOTION 13: Donate \$25,000 to the IEEE Solid-State Circuits Society Education and Future Talent Fund. The motion was made by Bill Bowhill and seconded by Ikadosan. **The motion passed.**

FALL ADCOM MEETING NOTES

Sunday, Sep 8, 2024

14:00 [Introduction and Housekeeping](#) -- Brian Floyd

- Explained meeting format. Voting to be done via unanimous consent.
- For further details beyond the meeting notes, all presentations can be found at the link: <https://agd.ieee.org/mpt/Uploads/3/Agenda.aspx?eid=18935>
- This meeting was recorded on Zoom, with the link as follows: https://us06web.zoom.us/rec/share/3pRtF9ur9uWSosD2J-SCd4QwQLmNwAs0jSXM57g9uuBtd_C4qFrls3QB5RccO2cV.11_6D6L8SZ18icf-
- Passcode for Zoom recording: +L5\$F0pF

14:03 Roll Call – Brian Floyd

- A quorum was met, and 18 out of 26 voting members were present during roll-call.

14:05 [President's welcome](#) -- Bill Bowhill

- Finished pre-AdCom meetings. Attendance was low. We need coordination to obtain the participation of voting members since they need to attend.
- Open positions on AdCom = AVP for membership, student rep. Please suggest candidates to Adam, John, or Bill.
- Public imperatives of IEEE. IEEE is a public charity for the public good. Public imperatives are social good activities directed at the general public, not small groups. They are for the promotion of the public's understanding. Generating a surplus is not a key metric. Bill went through examples of things that are public imperative examples and those that are not. This included examples of SSCS programs that meet the public imperative – circuit insights, open silicon, inspire program, STEM, underrepresented group outreach, student design contests, Arduino contest.
- Question raised—what percentage of the budget must go to these activities? Another question on how the public community is international and not just USA. Adam expects that we will be asked how SSCS is meeting the public imperative goal in the future.
- Topics Bill needs help with include a history initiative or maybe an ad hoc team, awards (not all are awarded), foundation advocacy and support, STEM/outreach coordination, diversity ad hoc (rebuild the team and evolve charter), and continuing to grow surplus.

MOTION 1: Amend Bylaw 12.3.3 to formally establish the Fellow Search Committee, including how membership and responsibilities are governed, as required by the IEEE Fellow Committee. (Two-thirds vote required for passage.) The motion was made by Bill Bowhill and seconded by John Long.
The motion passed.

- Discussion: Dan brought up the need to evaluate why candidates are not pursuing fellowship through SSCS compared to alternative societies. He thinks it is because the success rate of Fellow applications evaluated by SSCS is lower than other societies. Bill said that SSCS number of submissions is too low.

MOTION 2: Add Bylaw 12.3.4, defining membership, responsibilities and governance requirements of the SSCS Fellow Evaluation committee, as required by the IEEE Fellow Committee. (Two-thirds vote required for passage.) The motion was made by Bill Bowhill and seconded by John Long. **The motion passed.**

- Discussion: the fellow process is changing next year (letters must address this). Also, we should find more from the “technical leader” category.

MOTION 3: Approve membership of the SSCS Fellow Evaluation Committee for the Class of 2026, contingent upon agreement to serve. (Majority vote required for passage.) The motion was made by Bill Bowhill and seconded by John Long. **The motion passed.**

14:20 Approve Consent Agenda

- A consent agenda is a way to pass multiple actions in a single motion. The consent agenda for this meeting consisted of the following:
 - Approve minutes of the SSCS AdCom meeting held on Sunday, February 18, 2024 (available here: https://agd.ieee.org/mpt/Uploads/1/Handler.ashx?att=/Uploads/1/18935/18935_161056_Winter_2024_Draft_Minutes_2.pdf&aid=18935)
 - Re-appoint **Kaushik Sengupta** and **Payam Heydari** as co-chairs of the Solid-State Circuits Directions (SSCD) Committee for a two-year term from September 19, 2024 to September 19, 2026.
 - Approve addition of the Nanotechnology Council as a technical co-sponsor of the IEEE Transactions on Circuits and Systems for Artificial Intelligence (TCAS-AI)
 - Re-appoint **Dan McGrath** as SSCS Representative to the Sensors Council for a two-year term beginning on October 16, 2024 (pending candidate's acceptance)

MOTION 4: Approve Consent Agenda. The motion was made by Bill Bowhill and seconded by John Long. **The motion passed.**

MOTION 5: Approve Action Agenda. The motion was made by Bill Bowhill and seconded by John Long. **The motion passed.**

14:25 [Treasurer's Report](#) -- Kathy Wilcox

- The operational net is 60% above the forecast. Revenue is coming from reduced publication expenses. ISSCC and VLSI are providing more income than planned. The current forecast is that we will more than double our forecast surplus by year-end. 2025 process changes – no more 3% and 50% rules; project spending rolls up to ops. 2025 deficit may be acceptable, up to 1% of reserves, though anything driving deficit must be “strategic.”
- Discussion, Question, and Answers
 - Question – why were the 3% / 50% rules eliminated? The hope is to lower the operational surplus. What is clear is that everything moves into the operational budget. Bill says to focus on the compelling reasons to spend money and not be limited by the money. SSCS will find the money.
 - Question – will anything change with ongoing projects? Answer – no change.
 - Question – was this our decision or IEEE? Answer – IEEE decision.

- Need to understand the order of magnitude. Some projects spend \$5k or \$15k whereas a decrease in conference fees could cost >\$100k. Dan said that returning money to surplus is evidence of financial responsibility.
- Broad definition of strategic – can map to SSCS goals, TA, and/or IEEE goals. Travel budget for the committee is frowned upon (i.e., not strategic).

14:40 [Conference Committee Report](#) -- Alessandro Piovaccari

- We had very successful conferences in the past year, with lots of in-person attendance. The conference working group is completed and active. We were able to collect all-conference procedures and place them on Google Drive. A question is what to publish (transparency)? Need coordination between conferences on the new initiatives (for example – hosting videos of talks, charging or free). Also, we want to ensure that we have engaged volunteers – requesting guidelines from SSCS. Also, we want guidelines on financial targets for the conference budget.
- Discussion, Question, and Answers
 - Question – where does sales revenue go, for example, ISSCC short course? Society or conference? Answer – it is the conference budget.
 - Discussion – could the conference recorded videos be made more available for a longer time, and could the conference committee play a role? Answer – it is complicated and there are implications for legal/patent.
- List of tech co-sponsor conf: many, mentioned that Hot Chips has not had an MOU.
- Proposal – have more structure for the conference committee. (see slide 7). Something to share and create continuity for this committee. This is just a proposal, and there may be a motion in future meetings. Bill says this is an opportunity to get more involvement.

MOTION 6: Approve SSCS technical co-sponsorship for the 2025 VLSI Symposium. Motion made by the Conferences Committee. No second is needed. **The motion passed.**

- Discussion on the 3-yr or 5-yr approval plan; details will be presented for approval in future Adcom meeting.

14:55 [Membership Committee Report](#) -- Makoto Ikeda

- Membership trend on slide 3. Slight drop this year. Slide 4—SSCS had a slight drop, EDS had a big drop, and CASS had a big jump (10-15 new chapters in India).
- Lots of details are in the slides and readers are directed to these. See slides on retention trends (10 and 11).

15:05 [Chapters Report](#) -- Alvin Loke

- Accomplishments include a record number of 2023 chapter events reported on vTools (798 events by 92 chapters), and the first
- First INSPIRE (Inspiring New Students to Pursue Integrated Circuits Regional Education) talk in Colombia.
- Three new chapters formed this year. Student branches are an increasing portion of overall chapters. Subsidies have already been dispersed. Discussion of new subsidy criteria for 2025 (slide 6).
- Highlighted PCB workshop in San Diego in 2024. INSPIRE program – speakers going back to their own countries to inspire students. Feedback was strong. Want to expand further.

- Would like to hold chapter chair/officer luncheons at all SSCS-sponsored conferences.

15:15 [WiC Report](#) -- Zeynep Deniz

- Presentation time was limited to try to get back on schedule. See posted slides.
- Highlighted the multiple recognitions of key women conference leaders. Discussed WiC's goal to increase women's senior membership. WiC sponsored technical workshop at ESSERC was good -- would like to make this happen each year.

MOTION 7: Add \$2500 to 2024 WiC Budget for travel grants to Brain and A-SSCC conferences. The motion was made by Zeynep Deniz and seconded by Kathy Wilcox. **The motion passed.**

- Discussion: still have lots of activity in the Brain initiative. \$1000 for ASSCC and \$1500 for Brain Initiative.

MOTION 8: Add \$10k to WiC budget, beginning in 2025, for travel grants and financial support for events such as mentoring at conferences other than ISSCC. The motion was made by Zeynep Deniz and seconded by Farhana Sheikh. **The motion passed.**

- Discussion on making sure we target increased membership from women.

MOTION 9: Add \$10k to WiC budget, beginning in 2025, to support Pilot Outreach Program in collaboration with EDS. The motion was made by Zeynep Deniz and seconded by Alvin Loke. **The motion passed.**

- Question: is this equivalent to a new 3-year project? Answer: yes, it will be \$10k/year starting in 2025.

15:25 [Young Professionals Report](#) -- Korkut Tokgoz

- Went through the charts quickly due to being behind schedule.
- Please see link to presentation for the full details.

MOTION 10: Add up to \$5k expense to the 2025 budget/first forecast to cover conference registration and local transportation (if needed) for YP volunteers. The motion was made by Korkut Tokgoz and seconded by Dan Friedman. **The motion passed.**

- Discussion – we ask for local reps to help and advocate and they don't often get financial support from their companies.
- Question – this feels like something we don't do before in terms of paying volunteers (two people made same point). Dan mentioned that this can be viewed as an insurance policy so that these events still happen and it doesn't fall on Aeisha or someone else.
- Question, couldn't we just waive the registration?

15:35 Awards Report (**POSTPONED**) -- John Corcoran

15:45 [Education Committee report](#) -- Ali Sheikholeslami

- Completed circuit insights. Discussed 103.3K views on YouTube channel. Successful completion of 2nd SSCS Arduino contest. New associate VP for the education committee.

- Discussion on whether you can have more awards for people who completed the contest.

16:00 [TC-OSE Report](#) -- Harald Pretl

- Ran PICO Chip-a-thon. ran Code-a-chip competition. Magazine articles on PICO chronicles. Organized two special issues in magazines.
- Question on how to make things more accessible beyond just GitHub.

16:10 [SSCD Report](#) -- Kaushik Sengupta

- Spring/Summer 2024 – workshops on quantum systems and energy-efficient AI systems
- Summarized all these workshops.

16:20 [Nominations Report](#) -- John Long

- 10 Member-at-Large candidates were selected for the 2025-2027 slate. The election opened on Aug. 20. The candidate position statement is new this year.

16:25 [Publications Report](#) -- Shanthi Pavan

- Discussed reviewer reward program. Impact factor of JSSC, SSCL have been decreasing. Journals are running well.

MOTION 10: Discontinue JSSC author copies. The motion was made by Shanthi Pavan and seconded by Ali Sheikholeslami. **The motion passed.**

16:40 [Councils, Communities and Initiatives report](#) -- Daniel Friedman

- Focused on the quad chart. Want to understand which CCI's are important. Make a welcome package. Need to ensure that we have two names for each CCI activity. Brought up where there is a way to publish open-silicon activities.

MOTION 11: Support the transition of the IEEE Internet of Things Technical Community to the Technical Community 2.0 structure. The motion was made by Dan Friedman and seconded by Bill Bowhill. **The motion passed.**

16:55 [IEEE Foundation Report](#) -- Karen Galuchie

- Please see the presentation for the details.

17:10 New business/open discussion -- All

MOTION 12: Donate \$25,000 to the IEEE SSCS James D. Meindl Memorial Educational Fund. The motion was made by Bill Bowhill and seconded by John Long. **The motion passed.**

- Discussion – consider whether changing the name to “projects for public good”. Feedback, how does this meet the public imperative checkbox for things supported.

MOTION 13: Donate \$25,000 to the IEEE Solid-State Circuits Society Education and Future Talent Fund. The motion was made by Bill Bowhill and seconded by Ikadosan. **The motion passed.**

17:35 [Financial implications](#) of meeting -- Kathy Wilcox

- 2024
 - \$2,500 for WiC travel grants
 - \$25,000 donation to Meindl fund
 - \$25,000 donation to the Education and Future Talent Fund
 - (\$4,000) to discontinue JSSC author copies
 - Total: \$48,500
- 2025
 - \$10,000 for WiC travel grants and support other than ISSCC
 - \$10,000 to support Pilot Outreach Program w/ EDS
 - (\$17,000) to discontinue JSSC author copies
 - Total: \$3,000

17:40 Meeting adjourned.

Meeting Agenda

Time zone is Central European Summer Time (GMT+02:00)

#	Time	Type	Presenter	Agenda Item
1	14:00	Procedural	Brian Floyd	Roll call and housekeeping
2	14:05	Report	Bill Bowhill	President's welcome
3	14:25	Report	Kathy Wilcox	Treasurer's report
4	14:40	Report	Alessandro Piovaccari	Conferences Committee report
5	14:55	Report	Makoto Ikeda	Membership Committee report
6	15:05	Report	Alvin Loke	Chapters report
7	15:15	Report	Zeynep Deniz	Women in Circuits report
8	15:25	Report	Korkut Tokgoz	Young Professionals report
9	15:35	Report	John Corcoran	Awards report (POSTPONED)
10	15:45	Report	Ali Sheikholeslami	Education Committee report
11	16:00	Report	Harald Pretl	TC-OSE report
12	16:10	Report	P. Heydari, K. Sengupta	SSCD Report
13	16:20	Report	John Long	Nominations report
14	16:25	Report	Shanthi Pavan	Publications report
15	16:40	Report	Daniel Friedman	Councils, Communities and Initiatives
16	16:55	Report	Karen Galuchie	IEEE Foundation
17	17:10	Discussion	All	New business/open discussion
18	17:35	Info	Kathy Wilcox	Financial implications of mtg.
33	17:40	Procedural	Bill Bowhill	Adjourn