

IEEE Solid-State Circuits Society  
Administrative Committee Minutes

Held on 27 August 2001  
Crowne Plaza Hotel, Sutter Street, San Francisco, CA

Notice for next meeting:  
Sunday, 3 February 2002 AdCom will meet at the San Francisco Marriott Hotel

PART A: SUMMARY OF MOTIONS AND ACTIONS

1. Approved decisions

- Motion 1: To approve the minutes of 4-Feb-01. The motion passed.  
Motion 2: To increase the Society dues to \$20. The motion passed.  
Motion 3: To empower the officers to authorize the transfer of up to of \$260,000 as an expense to the IEEE Foundation to endow the IEEE Solid-State Circuits Technical Field Award. The motion was defeated.  
Motion 4: To provide technical co-sponsorship to RFIC '02. The motion passed.  
Motion 5: To loan \$35K for 2002 Symposium VLSI Circuits. The motion carried.  
Motion 6: To withdraw financial support for the MTT special issue. The motion carried.  
Motion 7: To elect Charles Sodini as President for 2002 -- 2003. The motion carried.  
Motion 8: To elect Steve Lewis as Vice-President for 2002 -- 2003. The motion carried.  
Motion 9: To approve all subsidy request for a total of \$18,391.39. The motion carried.

2. Action Items

There are no open action items from this meeting.

3. Results of Electronic Balloting since 4 February 2001

**A.** Motion to change the SSCS Constitution Bruce Wooley and Lew Terman

To correct an inconsistency between the Bylaws and Constitution with Respect to the eligibility of candidates for SSCS Vice-President and President, Bruce Wooley and Lew Terman, moved and seconded the following change to the SSCS Constitution:

PROPOSED Article V, Section 3 of the Constitution

The Administrative Committee shall elect every two years a President and Vice-President. The President and Vice-President may not serve two consecutive terms, and must be past or sitting members of the Administrative Committee.

Note that the only change being proposed is to remove "elected" from Article V, Section 3 of the Constitution, thus making it consistent with Section 6.1 of the Bylaws.

In section 6.1 the Bylaws specify that candidates for President and Vice-President shall be past or sitting members of AdCom. That population consists of the following former and sitting members:

1. Elected Members at Large
2. Officers (President, Vice-President, Past President, Secretary, Treasurer)
3. Ex-Officio members with and without vote:
  - Standing Committee Chairs
  - Technical Committee Chairs
  - Editors in Chief
  - Ad Hoc Committee Chairs
  - International Representatives from Regions 7-10
  - Chair of any Council to which SSCS belongs
  - SSCS rep to Circuits and Systems Society, and the CAS rep to SSCS

However, Article V, Section 3 of the Constitution specifies that candidates for President and Vice-President must be past or sitting elected AdCom members. This does not include category 3 above.

This motion changes the Constitution to match the Bylaws. Adopting the criterion specified in the Bylaws opens up the nominating pool for Vice-President and President to qualified candidates who may have served the Society long and well as members of the AdCom and have invaluable experience with respect to the Society's needs and operations. It also opens the candidacy to individuals with a demonstrated record of service and commitment to the Society who might not have the world-wide recognition often needed to win a closely contested AdCom election.

The group deliberating and voting on this issue comprised those members of the SSCS AdCom with full voting privileges, as specified in Article V Section 1 of the Society's Constitution. These members are the President, Vice-President, Past President, Secretary, Treasurer, and the 15 elected AdCom Members at Large.

EXISTING Section 6.1 (Nomination and Election of Officers) of the Bylaws

In odd-numbered years, the Nominations Committee shall prepare a slate of candidates for President and Vice President. Candidates shall be present or past members of the Society AdCom, and shall have expressed a willingness to serve if elected.

EXISTING Article V, Section 3 of the Constitution

The Administrative Committee shall elect every two years a President and Vice-President. The President and Vice-President may not serve two consecutive terms, and must be past or sitting elected members of the Administrative Committee.

The motion was distributed by email and discussion ensued by email as allowed by section 7.4 in the Bylaws. A ballot was then conducted, closing 30 days after initiation of the motion.

**Motion: To change the SCS Constitution as indicated:**

<< >> indicates removed text:

#### **Article V, Section 3 of the SCS Constitution**

**The Administrative Committee shall elect every two years a President and Vice-President. The President and Vice-President may not serve two consecutive terms, and must be past or sitting <<elected>> members of the Administrative Committee.**

**The motion carried by two-thirds of the AdCom with full voting privileges.** The change was distributed to the members by the July SCS newsletter. No member objections were received during the following 60 days.

**B. Motion to increase 2002 non-member subscription price of the JSSC to \$445**

David Hodges and Bruce Wooley

David Hodges and Bruce Wooley proposed to increase the 2002 non-member subscription price of the JSSC to \$445. The rate has remained as \$380 for three years, increased from \$300 in 1998. Most libraries purchase a package of all Society periodicals (ASPP) and not at this individual non-member price. These ASPP customers enjoy an additional discount of roughly 40% on our non-member prices. Package rates are determined by IEEE marketing and reviewed by the Products Committee of TAB for final approval by TAB.

In 2001 the average price of a 500-page competitive electrical engineering/computer science journal (including both commercial and not-for-profit society publication) is \$560. The average price of a 500-page IEEE journal is \$281. 2140 pages are approved for the JSSC in 2002.

The IEEE Marketing department reports that price is a secondary factor in an institutional customer's decision on whether to subscribe to your publications or not. Perceived quality is far more important. Studies have shown that the number of non-member subscriptions is not responsive to price. The individual non-member subscriptions to JSSC have dropped every year from 1995 (912) to 2000(759) during that time when we increased prices only in 1999. AdCom might guess that subscribers have simply converted to package subscriptions as our revenues have increased considerably in that category.

**MOTION: To increase the 2002 non-member subscription price of the JSSC to \$445. The motion carried.**

## PART B: MEETING MINUTES

### 1. WELCOME AND INTRODUCTIONS

Bruce Wooley

The meeting was called to order by SSCS President Bruce Wooley at 1:05 p.m.

### 2. SECRETARY'S REPORT

Asad Abidi

#### A. Roll Call

##### a.) Voting members present

Asad Abidi	Dave Hodges	Willy Sansen
Bryan Ackland	Mark Horowitz	Charlie Sodini
Gary Baldwin	Kiyoo Itoh	Lew Terman
Anantha Chandrakasan	Dick Jaeger	Jan Van der Spiegel
Jonathan David	Kevin O'Connor	Neil Weste
Gerhard Fettweis	Edgar Sanchez-Sinencio	Bruce Wooley

##### b.) Voting members absent

John Corcoran	Chris Mangelsdorf	Robert Meyer
Christer Svenssen		

##### (c.) Additional Attendees

Bernard Boser	Steve Lewis	Ralph Wyndrum, Jr
Sayfe Kiaei	Anne O'Neill	
Rakesh Kumar	Tim Tredwell	

B. The minutes of the 04-Feb-01 SSCS AdCom meeting were distributed in May by Secretary Asad Abidi.

**Motion 1: To approve the minutes of 04-Feb-01. The motion passed.**

### 3. IEEE Finances

Lew Terman

Terman presented updated information on the continuing problem of the spending down of reserves to pay for core corporate functions. Future budgeting and actual financial management of IEEE and its Societies will allocate revenue from reserves as follows. Corporate will build into their expense budget, 5% of a return on reserves. If return on reserves is actually less than the 5% budgeted, expenses will reduce reserves. If return on reserves is actually greater than the 5% budgeted, the additional return will be credited as society revenue. If the return on reserves is greater than 14% that revenue will be shared between corporate accounts and society accounts. Questions and discussion followed

### 4. IEEE Trends -- Division I Director's Report

Ralph Wyndrum

Wyndrum reported areas of cost cutting that will reduce the budgeted expenses of core corporate functions. He reported on the streamlining of Bylaws and reorganization of the Board of Directors.

## 5. TREASURER'S REPORT

Dave Hodges (see Attachment Tab 5)

### Major Issues

The IEEE and the SSCS have suffered major reversals of financial condition. For the 5 years 1995-99, SSCS enjoyed an average annual investment return of \$296K. SSCS publications, conferences, and all other activities produced an average operating surplus of \$65K, so our assets grew at an average rate of \$361K per year. Then a downdraft hit. First, return on investments dropped to \$1K last year and is almost certain to be negative for 2001. Second, SSCS undertook the CD/DVD initiatives and others, so that operating income turned negative, to (\$98K) in 2000 and a probable (\$180K) for 2001. Finally, substantial new needs for support of centralized IEEE services have caused the IEEE Board to level special charges against Society assets. For SSCS, that charge was \$356K for 2000 and will be about \$669K for 2001. For 2002, the preliminary forecast of the IEEE special charge to SSCS is \$372K. The overall results are shown in the chart attached.

For 2002, the total of special assessments to Societies is \$15.1 million, averaging about \$44 for each society member. The assessment to SSCS amounts to about \$28 per member; others range from \$11 to \$130 per member. As a percentage of reserves, the assessments to individual societies average 14% and range from about 12% to 16%; for SSCS, it is 13.3%. The IEEE Finance Committee is developing a taxation policy for 2003 and beyond, possibly based upon society revenues rather than upon reserve balances. Such a change is essential for the longer term.

Every entity including IEEE headquarters is being squeezed to close the budget gap. The IEEE Board voted to raise membership dues by \$15 per year, estimated to produce about \$3.1 million of incremental income. (Student dues will not increase.) All Societies are being encouraged to raise membership dues and perhaps add further charges for online access to our own back issues and conference proceedings, and/or the online Integrated Engineering Library.

### Current and future operations

The JSSC and the conferences and symposia sponsored by SSCS are operating smoothly, although CICC suffered a drop in attendance. Chapters have run over budget, but Distinguished Lecturers is under budget. Combined results for CD and DVD are slightly better than budget. Overall financial results for 2001 will be close to or slightly more positive than was budgeted. As usual, volunteer leaders for SSCS publications and other programs are doing a fine job. Nevertheless, Anne O'Neill's role as Executive Director has been essential to the smooth functioning of all our activities.

The adopted operating budget for 2001, as previously approved by AdCom, and the preliminary proposed 2002 budget for consideration at this meeting, are shown on the attached spreadsheet.

In the budget for 2002, figures for publications and conferences were generated by formula at IEEE, based upon extrapolation membership trends, page counts, and similar data. AdCom can adjust budgets of smaller items, including the CD/DVD program and "Committee and Other". The latter includes Fellowships, Distinguished Lecturers, Chapters, the Administrative Office, and AdCom expenses. Hodges recommends budgeting at minimum levels for Fellowships and Lecturers. Conference Executive Committees have control over their budgets during the year. ISSCC has raised registration fees in view of an expected decline in 2002 attendance.

The SSCS is in a sound financial position, even with projected decline in assets to about \$1.9M by the end of 2002. Our reserves then will amount to about 65% of our annual expenses. But Hodges advised that SSCS must begin to plan for increased revenues in the years ahead. Hodges anticipates that beyond 2002, support for centralized IEEE services might easily require a levy of 10% on Society revenues. For SSCS this would amount to \$300K, about \$22 per member annually. Hodges recommends that SSCS start by approving an increase of \$5 in SSCS annual membership dues. For 2003 and beyond, Hodges believes SSCS should budget major SSCS conferences for a 10% surplus.

Despite the weak outlook for investment income and the prospect of actual deficits for 2001 and 2002, Hodges does not recommend any major cutbacks. Hodges cautions against large new commitments for 2002 and 2003, at least until the size of any new IEEE assessments are firmly determined.

**Motion 2: To increase the Society dues to \$20. The motion passed.**

Options discussed included separate pricing for print versus online. With the potential of lowering rates if we offer dues with on line only.

**Motion 3: To empower the officers to authorize the transfer of up to of \$260,000 as an expense to the IEEE Foundation to endow the IEEE Solid-State Circuits Technical Field Award. The motion was defeated.**

The IEEE Solid-State Circuits Field award has annual direct costs to the Society of \$11,500: \$10k for the financial portion of the award to the recipient, and \$1,500 for a medal, a program for the presentation and IEEE corporate administration.

## 6. AWARDS COMMITTEE REPORT

Dick Jaeger

The awards committee has evaluated 11 Fellow nominations and are looking forward to their being awarded.

Eight applied for the predoctoral. The pre-doctoral Fellowship was awarded to Emad Eldin Mahmoud Hegazi of UCLA.

It was discussed whether to award up to three pre-doctoral Fellowship at \$10K each. And it was agreed to continue the award as it has been in the past with \$25K as the total amount for the award, broken down as follows: a \$15K stipend, tuition and fees up to a maximum of \$8K, and a grant of \$2K the department in which the recipient is registered..

## 7. MEETINGS COMMITTEE REPORT

Mark Horowitz

### A. Meetings Committee Report -- Mark Horowitz

Horowitz reported that SSCS is now a technical co-sponsor of the Design Automation Conference (DAC) scheduled for New Orleans, Louisiana, June 10-14, 2002. Anantha Chandrakasan will be the SSCS liaison to the DAC.

Horowitz also reported that SSCS will continue as a technical co-sponsor for ISLPED.

### **Motion 4: To provide technical co-sponsorship to RFIC '02. The motion passed.**

In addition to this technical co-sponsorship for the upcoming year, Horowitz also led a discussion on providing full sponsorship for an RFIC in 2003 and going forward. This was discussed and the meetings committee chair will continue to work this issue for future discussion and action.

### B. ISSCC '01Report --Tim Tredwell (see Attachment Tab 7B)

Tredwell's Report attached, includes 14 February post AdCom updates. ISSCC 2001 netted a \$370K surplus. Study of previous changes in semiconductor sales show that a 10% change in semiconductor sales typically resulted in an approximate 4% change in ISSCC attendance for the following year. With the economic downturn currently underway a number of conservative scenarios were projected including a drop in attendance of 10%, 18%, 25% and 35%. With 25% reduction in attendance taken as a base estimate, a net surplus of \$24K could reasonably be expected.

### C. CICC Report -- Rakesh Kumar(see Attachment Tab 7C)

Kumar reported that the 6-9 May 2001 Conference in San Diego that exhibits and coffee break sponsorships up with attendance down. Surplus is expected about \$3K about the same as 2000. The 2002 conference is 12-15 May in Orlando. Over the 15 year conference history, the emphasis of session papers has shifted from CAD to more rf, which now comprises about 40% of the sessions. For the 2003 conference planning is currently looking at Portland, Oregon.

### D. 2001 VLSI Symposium Report -- Dick Jaeger for Bill Bidermann(see Attachment Tab 7D)

For the June 2001 Symposium in Japan, paper submissions were up compared to 1999 Symposium in Japan. Since the Japanese site this year could accommodate more sessions and the quality of submissions was also quite high, we agreed to increase the paper acceptance rate as well. Registration and short course registration is continuing it edge back up approaching

1997 highs. 2001 registrations topped 1996, the second highest year of the past decade. For 2002 the symposia requested a \$35K loan. They are reviewing fees, for the short course in particular.

**Motion 5: To loan \$35K for 2002 Symposium VLSI Circuits. The motion carried.**

8. PUBLICATIONS COMMITTEE REPORT

Dick Jaeger

A. JSSC Report -- Stephen Lewis, Editor (see Attachment Tab 8A)

Publication delay has increased about 14% primarily due to delays in author revisions although all segments of the schedule were slightly slower in the last 6 months. The page count for the first 6 months of the year is running 10% more than 2000; JSSC may exceed the page count budgeted for 2001.

The financial requirements for SSCS to fund a mailing to SSCS members, of the MTT special issue are looking quite high because of combining a number of special publications in one mailing to mark the Society's anniversary. AdCom discussed withdrawing the funds set aside for this purpose.

**Motion 6: To withdraw financial support for the MTT special issue. The motion carried.**

B. Electronic Publishing Report -- Tim Tredwell (see Attachment Tab 8B)

Tredwell reviewed Proposed SSCS Electronic Publishing Roadmap and noted a number of key issues. Tredwell reviewed previous AdCom decision to allocate \$130K add for a 2003 DVD issue with VLSI Circuits but not the VLSI Technology, nor CICC. The file size of this will exceed a single DVD and we'll need to go a two DVD set. A cost estimate of \$125K has come in that includes; adding 2001 JSSC, ISSCC Digest and Slide Supplement, obtaining pdfs of VLSI circuits and scanning 1988 and 1990, rescanning as required of Parity scans of ISSCC, updating the master index and providing a new search engine that will link across DVDs while keeping the search function screens open and printing 5,000 copies of the two DVD set.

If the economy recovers this DVD can either be bundled with ISSCC 2003 registration or sold directly. The current roadmap contains no new digitization effort, just annual updates of the JSSC, ISSCC and VLSI.

9. NOMINATIONS COMMITTEE REPORT

Bruce Wooley for Bob Meyer

The Nominations Committee recommended 7 candidates for AdCom 2002 election; 3 incumbents and 4 new candidates. An eighth candidate has come forward by petition. The candidates are:

New candidates: David A. Johns (U of Toronto), Takayasu Sakurai (U of Tokyo), Mehmet Soyuer (IBM), Richard Walker (Agilent)

Incumbent candidates: Gerhard Fettweis (Systemonic AG), Richard C. Jaeger (Auburn U.), Neil Weste (Cisco Systems)

Petition candidate: Albert Z. H. Wang (Uof Illinois, Chicago)

Ballots are being prepared by IEEE. The election will close in November on the date stated on the ballot.

10. 2002 OFFICERS ELECTION

Bruce Wooley for Bob Meyer

**Motion 7: To elect Charles Sodini as President for 2002 -- 2003. The motion carried.**

**Motion 8: To elect Steve Lewis as Vice-President for 2002 -- 2003. The motion carried.**

11. CHAPTERS COMMITTEE REPORT

Jan Van der Spiegel (see Attachment Tab 11)  
Chapter Chairs Roster attached

Van der Spiegel reported there are 38 chapters now. 23 Requested subsidies for the upcoming year. The Outstanding Chapter award for 2002 will be presented to Korea.

**Motion 9: To approve all subsidy request for a total of \$18,391.39. The motion carried.**

Four new Distinguished Lecturers have been named:  
Massoud Pedram (USC EE), Prof. Vojin G. Oklobdzija (UC Davis) Dick Hester, (Texas Instruments) and Michiel S. Steyaert (KU Leuven East)

Lectures delivered this year include:

Vander Spiegel	Feb	Dallas
Vittoz	Feb	Los Angeles
Hester	Apr	U. Michigan
Oklobdzija	Mar	Spain and France
Vittoz	May	Montreal and Toronto
Vander Spiegel	Jun	Greece
Sodini	Aug	Korea
Lee	March	France
Lee	June	Japan and Taipei

12. MEMBERSHIP COMMITTEE REPORT

Jonathan David (see Attachment Tab 12)

David reported the SSCS membership continues to growth although the rate of growth is slightly slower each year. SSCS has a goal of advancing 39 SSCS members to senior member status. But the primary focus is on completing the membership satisfaction survey. David reviewed feedback on the draft of the survey that had been reviewed by AdCom prior to this meeting: the survey should be shorter, have more some open ended questions, and start with the more important questions first. After a final edit, the questionnaire will go online as well as be printed, so the surveying of members can begin.

13. NEW BUSINESS Bruce Wooley

Wooley reported the initiation of a Nanotechnology Council. Although many societies are participating in the formation of this new Council, SSCS does not believe the work of the technology is at a stage for SSCS to contribute.

14. 2002 AdCom MEETING SCHEDULE Bruce Wooley

The February AdCom is scheduled, Sunday 3 February 2002 at the San Francisco Marriott Hotel.

After a discussion about alternative locations more equally accessible to both European and Asian participants, the August AdCom is scheduled to meet with the ISSCC Executive Committee, 26 August at the Crowne Plaza Hotel, Sutter Street, San Francisco, CA

15. 2002 Budget Vote Dave Hodges

**Motion 9: To approve 2002 budget as prepared. The motion was carried.**

16. ADJOURN

The meeting was adjourned at 5:30 pm.

Respectfully submitted, Asad Abidi, Secretary, SSCS AdCom  
September 2001, Anne O'Neill, Executive Director SSCS