

Minutes of the Control Systems Society Board of Governors Meeting June 03, 2014, Portland, Oregon.

Call to Order and Approval of Agenda

Jay Farrell called the meeting of the Control Systems Society (CSS) Board of Governors (BoG) to order at 12:50 PM on June 03, 2014. He reminded the BoG of the rules of the meeting including reminding individuals that an abstention is a no vote. After reviewing the meeting procedures, he asked the attendees to introduce themselves. The following members of the BoG were in attendance: Frank Allgöwer, Anuradha Annaswamy, Panos Antsaklis, Venkataramanan (Ragu) Balakrishnan, Robert Bitmead, Richard Braatz, Linda Bushnell, Jie Chen, Fabrizio Dabbene, Warren Dixon, Magnus Egerstedt, Jay Farrell, Li-Chen Fu, Hideaki Ishii, Marco Lovera, Kristi Morgansen, Kirsten Morris, Thomas Parisini, Maria Prandini, Nicanor Quijano, Ann Rundell, Mario Sznaier, Andrew Teel, Dawn Tilbury, Maria Elena Valcher, Yutaka Yamamoto, and Luca Zaccarian. Additionally, the following visitors attended the meeting: Ian Petersen, Rick Middleton, Jakob Stoustrup, and Amber Madison.

Quorum was established and the agenda was approved with unanimous consent. Following approval of the agenda, the minutes of the BoG meeting of December 9, 2013, held in Florence, Italy were approved unanimously. J. Farrell proceeded to ask if anyone would like to remove items from the Consent Agenda (see Appendix A). No items were removed from the Consent Agenda and it was approved unanimously.

Action Items

Appointments

Y. Yamamoto, Chair of the Nominating Committee, indicated that the CSS Executive Committee (ExCom) nominees could be voted on as a slate or individually. He suggested that the board vote for the 2015 candidates on an individual basis, including: F. Doyle as President Elect, A. Annaswamy as the Vice President of Conference Activities, B. Bitmead as the Vice President of Financial Activities, S. Hirche as the Vice President of Membership Activities, F. Dabbene as the Vice President of Publication Activities, and K. Morris as the Vice President of Technical Activities. The candidates left the room. He reviewed the biographical background for each individual and then opened the floor for discussion. Each candidate was unanimously approved.

He then informed the BoG that a ballot consisting of eleven candidates that were either selected by the nominating committee or were included by petition was sent on April 15, 2015 to all IEEE Control Systems Society (CSS) members by IEEE for the election of six members to the CSS BoG. IEEE indicated the following candidates are now elected for a three-year term from January 1, 2015 – December 31, 2017: L. Bushnell, M. Egerstedt, J.-I. Imura, I. Petersen, M. Prandini, J. Stoustrup.

In his role as the incoming chair of the Nominating Committee, J. Farrell, reminded the BoG that the 2015 Nominating Committee was elected through an electronic vote. BoG members were asked to vote for four members from a slate of eight candidates. The four elected members are: C. Cassandras, R. Middleton, R. Tempo, and E. Valcher. J. Farrell also indicated that he and F. Doyle would be the ex-officio members.

J. Farrell then presented the motion:

- *Motion: “To approve the IEEE CSS Bylaw changes as distributed by email on April 22, 2014.”*

J. Farrell opened the floor for discussion. He commented that Article V, Section 8, “Membership and Public Information Committee” was removed, as it is now redundant with other positions (e.g., e-letter). Article V, Section 7, was changed to include the President and the Director of Operations on the Long Range Planning Committee. He also reviewed changes to Article I, Sections 1 and 5, that clarified the operations of the nominating committee and its election. D. Tilbury asked for clarification on the Y-1 language in the Nominating Committee change. J. Farrell explained the change. J. Farrell asked for a vote, the amended bylaws passed unanimously.

J. Farrell then presented the motion (on behalf of Francesco Bullo, VP-PA):

- *Motion: “To appoint Jonathan How as Editor-in-Chief of the IEEE Control Systems Magazine beginning on January 1, 2015.”*

J. Farrell then provided some background on the motion. The current EiC, Richard D. Braatz, will be completing a term of 3 years and is engaged in other IEEE and CSS roles. Jonathan has been serving as the current Deputy Editor-in-Chief (EiC) since January 1, 2014; therefore, this transition was already discussed by the BoG, when Jonathan was appointed as Deputy EiC. There was no further discussion. J. Farrell asked for a vote, the vote passed unanimously.

J. Farrell then presented the motion (on behalf of Francesco Bullo, VP-PA):

- *Motion: “To set nominal terms for Senior Editors of the IEEE Transactions on Automatic Control as follows (all terms indicated are maximums and subject to CSS’s normal annual appointment process): Initial appointment for a duration of 3 years with two possible reappointments for a durations of 3 years and 2 years respectively, for a total of 3+3+2 years. This rule applies retroactively.”*

He provided some background on the motion. He indicated that the Senior Editors were established after term limits were established; therefore, they were not included in the prior term limit motions. This motion places the term limits on Senior Editors in accordance with other CSS roles. He asked for discussion, for a vote, and the motion passed unanimously.

J. Farrell then presented the following motion (on behalf of Francesco Bullo, VP-PA):

- *Motion: “To establish the IEEE Transactions on Control of Network Systems Best Paper Award, starting in 2016, and to modify accordingly the CSS Awards Manual.”*

There was no discussion, so he called for a vote. The vote passed unanimously.

J. Farrell then presented the motion (on behalf of Francesco Bullo, VP-PA):

- *Motion: “To renew the Editorial Services Agreement Contract between U. Trieste and IEEE.”*

J. Farrell indicated that in December 2013, the CSS Board of Governors reappointed T. Parisini as the EiC for the *IEEE Transactions on Control Systems Technology*. As a result, there is a further need to re-approve a budget for an editorial assistant. He provided some background on the increase in support at roughly 2% per year over five years and that the support would be in Euros, with a maximum in US Dollars.

M. Egerstedt asked why the budget increase was tied to an increase in the page count. J. Farrell indicated that more pages means more processing of papers. A. Teel asked if there was any automation that has taken place to make the efforts to process each paper less time consuming. R. Bitmead asked about the maximum, and J. Farrell described that the maximum was for IEEE, but the real motion is for the listed number of Euros. He then asked for a vote, and the vote passed unanimously.

K. Morris then presented the motion:

- *Motion: “To increase CSS membership fees to \$25 for full members and to \$12 for student members, effective in 2015.”*

She provided motivation that the fees were decreased when the society had a large surplus, but that now the society is in a deficit status. M. Egerstedt asked what it means to be in a deficit. J. Farrell asked to delay the discussion until the report by the Vice-President for Finance Activities. R. Balakrishnan asked if the CSS should increase the student fee. J. Farrell and E. Valcher indicated that there is an IEEE rule that student rates are ½ the full member rates. After no further discussion, the vote passed unanimously.

A. Annaswamy then presented the motion:

- *Motion: “To approve the MSC 2015 preliminary budget.”*

She indicated that S. Yurkovich has examined the details of the finances in his role as the CSS Conference Coordinator. I. Petersen then provided some explanation in his role as the conference general chair. He indicated that the program committee decided to employ a professional conference organizer (PCO). He indicated that the PCO had provided a

detailed financial analysis that indicated a robust financial position would be achieved for the proposed budget. He indicated that this budget did not reflect the least expensive option, but that the venue would be attractive for a number of delegates, despite the registration fee.

E. Valcher asked if the fees were listed in Australian dollars. He indicated that the registration fee is listed as US dollars. E. Valcher asked why he did not follow a suggestion by the CSS Executive Committee to reduce the registration fee with an increase in the expected number of registrations. I. Petersen indicated that changes at this stage would be problematic. She explained that it would be more appealing to change the registration numbers while reducing the registration fee. I. Petersen indicated that increasing the numbers too high would be against the current registration trends. He also indicated that due to the fixed costs it would not be clear that increasing the number of registrations would necessarily have a one-to-one effect on the budget. He also indicated that given the overall cost of traveling to Australia, small savings in the registration fee would be insignificant. In his role as the conference Finance Chair, R. Middleton indicated that the message from the CSS Executive Committee was considered, but the current numbers are well justified.

M. Egerstedt asked if such a high registration fee would serve to desensitize the society members for a potentially expensive registration fee for the *2017 IEEE Conference on Decision and Control (CDC)* that would also be held in Australia. He also asked if there was strong local community that would not incur the travel cost. I. Petersen indicated that the target market is the Asian Pacific.

R. Middleton also suggested that the state government is providing \$200K (AUD) towards the cost of the 2017 CDC. B. Bitmead asked if there were reasonable hotel rates, and I. Petersen indicated that the room rates were expensive due to the venue. A. Annaswamy inquired about contingency plans. I. Petersen indicated that even with 200 registrations, the conference would make a profit. If the number of registrations also decreases, he has the option to reduce the number of parallel sessions, and decrease room charges. E. Valcher indicated that they might not want to publicize the rates, and then reflect any savings in a reduced rate. I. Petersen indicated that the organizing committee is running short in time, and it is critical to pass the budget. Y. Yamamoto indicated that it would be good to adjust the registration fee. I. Peterson reiterated the fixed costs make the changes unclear. T. Parisini asked if the budget is with or without the goods and services tax (GST). I. Petersen indicated that none of the expenses include the GST. Parisini asked I. Petersen to explain the fixed expenses. I. Petersen explained that the fixed costs include items such as promotion and publication expenses. T. Parisini asked what the administration and program expenses include. I. Petersen and R. Middleton were not able to give that level of detail. E. Valcher asked about the cost of the promotion, and R. Middleton said that this was a cost related to the conference web page and that was part of the PCO agreement and associated PCO costs. J. Farrell asked for a vote. The vote passed with four abstentions.

A. Annaswamy then presented the following motion:

- *Motion: “To approve the MSC 2016 preliminary budget.”*

She reviewed the registration fee and costs and then asked Mario Sznaier, as the general chair for the conference, to provide a more detailed explanation. He explained that the proposed 400 registrations reflect the fact that the *International Symposium on Computer Aided Control System Design* (CACSD) would be included as part of the multi-conference, unlike the previous two years. The budget was explained as a worse case scenario where there were no income predictions in terms of a prediction of no CSS support and no exhibits income. He explained that there would be university involvement in the registration and local arrangements. He indicated that the value added tax (VAT) is included. He also indicated that there are several escape clauses in terms of the hotel contracts. In terms of the venue, he indicated the hotel would be within a few blocks of the presidential palace. B. Bitmead asked if the conservative nature of the budget would yield a large profit. M. Sznaier indicated that the rates would only change by ~\$20 if he included some additional predicted income sources, but he did not feel that was significant cost. J. Farrell asked for a vote. The motion passed unanimously.

F. Allgower indicated that there are nineteen technical committees (TCs) within the IEEE CSS, and that as the Vice President of Technical Activities, he is always working with the TC chairs to determine emerging areas that are not covered. He then presented the following motion:

- *Motion: “To establish a new Technical Committee on Smart Cities”*

He invited R. Sengupta to provide some background and motivation for the need for a smart city TC. R. Sengupta described that this TC would include ideas such as smart water, energy, and transportation. Across the domains of water, power, and transportation, there are crosscutting control concepts that should be considered in a holistic manner. He identified various crosscutting TCs that would have collaborations with the proposed TC. M. Sznaier indicated that big data, machine learning, systems identification, and adaptive control already focus on smart city concepts. R. Sengupta indicated that for Smart Cities the concepts are localized to a specific geographical region (that is, a city), and that this geographical specialization has some unique features. J. Chen then asked if there would be enough student participation given that this would require a broad student focus. M. Egerstedt indicated that there are no papers in the past few conferences that include the keyword of “smart cities”. R. Braatz indicated that a Google search indicates there are a number of papers on green buildings, etc. that fit within the smart city context. R. Sengupta followed this statement by indicating that there are many individuals who identify themselves as systems and control researchers that focus on smart transportation, for example. Likewise, there are others focused on smart buildings etc. and that, when considered within a city, this can have unique systems and control challenges. R. Braatz indicated that this seems to be a growth area in the sense that there are significant compelling financial reasons to examine these problems. He indicated that this area would evolve with or without CSS. F. Allgower indicated that this TC is an emerging application area and that the risk of establishing a new TC is low. T.

Parisini said that tracking trends is ok, but this is a different model from other TCs. He asked an open-ended question regarding the science behind the problem. He then asked about the general structure of the TCs. A. Annaswamy indicated that she is highly in favor because the TC brings attention to an area of interest and also the TC would provide ambassadors for the centers of activity in the society. She indicated that this TC would serve as a flagship regarding this set of problems and the science behind such problems. J. Farrell asked for a vote, and the vote passed with one abstention.

R. Sengupta left the room, and F. Allgower presented the following related motion:

- *Motion: “To appoint Raja Sengupta as chair for the TC on Smart Cities.”*

He asked for discussion. There was no discussion, and the motion passed unanimously.

W. Dixon informed the BoG that the only electronic vote since December 2014 was the election for the 2015 Nominating Committee, which was previously described by J. Farrell.

Activity Reports

Report of the President

J. Farrell indicated that in 2016, IEEE would review the CSS and all of its periodicals. ExCom is starting to plan and prepare through the LRPC.

He stated that the American Automatic Control Council (AACC) is now incorporating. A key motivation is that AACC has established a financial reserve, and they and their officers could be sued. Incorporation is in process to protect the officers. AACC leadership has consulted with IEEE, and IEEE is supportive. B. Bitmead indicated that by incorporation the board members would be obligated to focus on their fiduciary responsibility to AACC, not the interests of their member societies (such as IEEE, SIAM, and ASME). B. Bitmead requested that AACC make this point clear to its board. Farrell agreed to communicate the message.

J. Farrell stated that at the February IEEE Technical Activities Board (TAB) meeting, IEEE approved the change in its cost structure for technically cosponsored conferences with proceedings acquisition (TCS-PA). He clarified the difference between a TCS conference with and without PA. As a result of the changed cost structure, charges to each society that had previously been embedded in the overhead rate have been made overt. He indicated that due to the lack of clarity in the past, IEEE societies (including CSS) just absorbed the cost. He indicated that when A. Annaswamy provides her report on Conference Activities, she would present the conferences that have TCS-PA with estimates of the new TCS-PA charges to CSS from IEEE. Y. Yamamoto indicated IEEE is developing software to effectively determine the costs that will be passed to the society for each TCS conference. J. Farrell indicated that the CSS should consider the approach to be followed by CSS, that is, absorb the cost or pass it onto the conferences.

He then turned the floor over to R. Middleton, Chair of the Standing Committee on Awards, to report on a new online awards process. R. Middleton indicated that the current CSS awards structure is fairly heterogeneous. He indicated that the IEEE Fellow nomination process has been restructured to be an online system, for example. Motivations for considering an online award nomination system include: facilitation of the nomination process for the nominator, to encourage more nominations, and enabling each award chair to monitor the number of in-process nominations well before the deadline. He indicated that ScholarOne, Papercept, and Conference Catalyst have been asked for proposals to host the online process. Conference Catalyst proposed a system that was more similar to the IEEE Fellow process. Papercept provided a proposal that was more similar to the best student paper process used by the IEEE Multi-Conference on Systems and Control (MSC) and the IEEE CDC. R. Balakrishnan asked if the cost would be on-going or one-time. R. Middleton said that one proposal might have had some minimal on-going costs. A. Annaswamy asked what the possible vote would be once the online award process is ready to select a vendor. J. Farrell indicated that it would likely only be a vote for a particular vendor. R. Balakrishnan reiterated that the process would be to make the process easier for the nominations and awards review. R. Middleton explained the mechanisms that would be beneficial for the awards chair.

J. Farrell indicated that the CSS has been working through issues with the memorandum of understanding (MOU) with SIAM, in terms of the review process and the reuse of previously published material. The SIAM MOU countersigned the MOU in April 2014, which was too late for the CDC 2014, but will be in place for 2015.

J. Farrell indicated that W. Dixon has been the Director of Operations since 2012 and that he has asked to step down at the end of 2015 based on his desire to pursue other opportunities. J. Farrell asked the BoG to consider nominations.

Report of the Vice President of Publication Activities

J. Farrell indicated that since F. Bullo was not able to attend and present a report of the publication activities; therefore, the EiCs were asked to provide brief reports.

For the *IEEE Transactions on Control Systems Technology*, EiC T. Parisini provided a brief overview of the number of submissions and showed the constant increase up to 2013. The partial numbers available for 2014 seem to confirm the rate of increase. He said that he might need to reconsider the structure of the Editorial Board for a better handling of this large number of submissions. He also indicated that last year the BoG increased the page budget to decrease the backlog. He indicated that the backlog is decreasing, and that it may be advisable to decrease the page budget next year. He provided a few statistics on the weeks to publication and time to first decision. He indicated a recurring issue is the brief paper or full paper decisions, and also the fact that, without a strict format for initial submissions, it is sometimes hard to evaluate the actual length of papers when put in the IEEE final format, thus sometimes forcing authors to

have to pay unexpected extra-page charges at the time of final publication. Therefore, T. Parisini is considering the possibility of a strict paper format at time of initial submission. L.-C. Fu asked about the rejection rate, and T. Parisini indicated that it is approximately 26%.

R. Braatz provided some overall publication highlights on behalf of F. Bullo. He indicated that the digest has links to new papers. He also stated that IEEE is starting to LaTeX files directly in the preparation of galley proofs for IEEE Transactions on Automatic Control, instead of first converting files to TeX. In his role as the EiC, R. Braatz then provided an overview of the *IEEE Control Systems Magazine* turnaround time and rejection rates.

EiC of Electronic Publications, M. Prandini, presented data related to the E-letters. She indicated that there are 13,378 subscribers and approximately 47 submissions per month. She also presented the breakdown for announcements from industry and academia, along with updates with respect to the CSS website, including a restructuring of the website to be more efficient and avoid redundancies.

In his role as the Deputy EiC, M. Egerstedt presented a brief report on the *IEEE Transactions on Control of Network Systems*. He presented the cover of the first issue of the journal. He reported that the journal is running efficiently and there have been no issues in executing the review process. He indicated that the supporting cosponsoring agencies have been good in providing candidates for Associate Editors. He reviewed the editorial and advisory boards. He reported that there were 152 submissions in 2013 and that the inaugural issue was published in March 2013. He provided some discussions on the editorial decisions. He has indicated a quick turnaround time was due to a strong editorial review before submission to a full set of external reviewers.

Report of the Vice President of Technical Activities

F. Allgower provided a report of the technical activities. He indicated that reports were provided by all the TCs. He indicated that there is wide variability in the TCs. He indicated that this year there was only one change of a TC chair, and that next year there will be more than five. He indicated that there are reports by the different Liaisons. The CSS Technical Activities Committee is evaluating the TC structures and the roles of the Liaisons. He reviewed the ongoing CSS Video Contest. He indicated that the prize values, and that the benefits to CSS would be material to promote the field of control systems with a goal to reach out to younger generation of researchers. He indicated that he had investigated the legal issues associated with reuse of the videos, and it was determined that CSS can reuse the videos and will not violate the rights of any users. There will be a presentation of the different video submissions at the MSC 2014 in Antibes France. He also reported on the CSS Wikipedia initiative. In December 2014, Jacob Stroustrup was appointed as the CSS Wikipedia editor. He has not started any actions to date, because he is waiting to be officially appointed in the related position for IFAC.

M. Egerstedt asked for the fine print on the video submissions. F. Allgower said that the video contest would operate under US law with regard to the reuse of the videos, because the webpage is hosted in the United States. The CSS does not take the rights away from the authors, but that CSS has the right to also use them.

R. Balakrishnan asked if there was a process to retire TCs. F. Allgower indicated that the BoG would need to approve the dissolution of the TC. R. Balakrishnan indicated that a lot of time was spent vetting a new TC, but he wondered if CSS should examine the role of some current TCs. F. Allgower indicated that the TC task force would examine this issue along with evaluation, funding, the role of the TCs in terms of coverage, and so on.

Report of the Vice President of Finance Activities

Since E. Chong was not able to attend, J. Farrell presented the report for the Vice President on Finance Activities. He provided some definitions that are relevant to understanding the budget process. He then discussed the constraints involved in preparing a budget. The main constraint is to balance the operating budget. Any balance in the essential budget goes into the reserves. The reserves and interest income are not (generally) available for the society to spend. He also discussed that if CSS is in the red for two years in a row, the society will be placed on the IEEE watch list. This year CSS will have a loss. B. Bitmead asked how many societies are on the watch list, and J. Farrell was not sure. He explained the IEEE governance, including the Board of Directors and the IEEE budget and spending rules. He provided a timeline of the essential net income from the CSS. He indicated that the CSS will intentionally have a net loss of ~\$300K in 2014. He explained the budget categories that the CSS can affect to change the CSS balance.

R. Balakrishnan asked about the risk the CSS should take on with conferences. L. Bushnell indicated that the ACC generates income for the AACC. She indicated that there is a cost share across the member societies. IEEE gets most of the income due to the distribution formula. She asked if that goes straight back into the reserves. J. Farrell indicates that it and all other income is accounted for in the CSS budget each year. He concluded by presenting potential arguments to IEEE to explain why CSS is running a loss, if IEEE asks.

Report of the Vice President of Conference Activities

A. Annaswamy presented a list of conferences for which CSS approved TCS. She explained which conferences also have proceedings acquisition (PA). She reviewed the potential estimated charges from IEEE to CSS for conferences with TCS and those with TCS-PA if the new TCS-PA cost allocation formula were in effect. She indicated that the CSS Executive Committee is debating how to respond to the new IEEE rules: either to absorb the costs or to pass the costs onto the conferences. In explaining the IEEE charges, R. Middleton indicated that IEEE has staff that checks the conference activities to ensure the quality of the conferences. J. Farrell stated that the Xplore income is significant. He explained how the All Periodicals Package (APP) Xplore income is distributed to

societies. M. Sznaiier questioned how this affects the MSC. J. Farrell indicated that CSS is a financial cosponsor of MSC, so it is not affected.

A. Annaswamy provided a review of the different ACC, MSC, and CDC locations. She provided an overview of the progress of the upcoming conferences. For the CDC 2017, she invited the General Chair, R. Middleton, to provide a brief presentation. He described the venue and the program chair. He indicated that there is plenty of space, and a poster session would be unlikely. He indicated that there have been several large groups that have held conferences in the same venue. He has a grant from the government that will provide funding support for the conference. F. Allgower asked if there was a rough estimate for the registration cost. R. Middleton indicated the GST, and the PCO, will add cost, but the government grant will help to offset the cost. A rough estimate is predicted to be around \$600 USD.

Other Business

W. Dixon reminded the BoG that the next BoG meeting will be on Sunday, December 14th, at 12:00 P.M. at the J.W. Marriott Hotel, Los Angeles, CA, USA.

J. Farrell asked if there was any additional new business or old business, and then adjourned the meeting at 4:45 PM.