APPROVED MINUTES

IEEE COMPUTER SOCIETY
EXECUTIVE COMMITTEE

9 November 2000
Adam's Mark Hotel
Dallas, Texas USA

1. Call to Order - *Pollock*

A meeting of the IEEE Computer Society Executive Committee was held at 4:00 p.m. on 9 November 2000 at the Adams's Mark Hotel in Dallas, Texas USA. Guylaine M. Pollock, president, chaired, with Deborah K. Scherrer as secretary.

2. Roll Call/Proxies - *Scherrer*

A roll call was held as follows:

A. Franchised Members:
James H. Cross II, VP, Educational Activities, present
Stephen L. Diamond, second VP, Standards Activities, present
William W. Everett, VP, Chapters Activities, present
Willis K. King, first VP, Conferences & Tutorials, present
Guylaine M. Pollock, president, present
Deborah K. Scherrer, secretary, present
Sallie V. Sheppard, VP, Publications, present
Leonard L. Tripp, past president, present
Benjamin W. Wah, president-elect, present
Thomas W. Williams, treasurer, present

B. Ex officio Members (without vote):
James H. Aylor, EIC, *Computer*, absent
Doris L. Carver, IEEE Division V Director, present
Barry W. Johnson, IEEE Division VIII Director, present
Anne Marie Kelly, Acting Executive Director, present

3. Introduction of Guests - *Pollock*

The following guests and staff were present:

Fiorenza C. Albert-Howard
Angela R. Burgess
Wolfgang K. Giloi
Lynne Harris
Iwao Hyakutake
James D. Isaak
Lowell G. Johnson
John C. Keaton
Karl Reed
Christine Shum Lee
Ronald Waxman

4. Approval of Agenda - *Pollock*

Motion 4: T. Williams moved, Tripp seconded, "MOVED, that the agenda be approved as amended:" Motion carried by voice vote.

- Add item 8.1 SWEEBOK - *Tripp*
- Add item 23A Bylaw Change regarding Personnel and Compensation - *Wah*
- Add item 25 CSAB Constitution - *Cross*
- Add item 26 Professional Practices - *Tripp*
- Add item 27 Electronic Products & Services - *Diamond*
- Add item 39 Discussion Item - *Reed*
- Add item 39.1 Discussion Item - *Waxman*

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6. Approval of Minutes of the 25 May 2000 Meeting - *Scherrer*

Motion 6: T. Williams moved, Tripp seconded, "MOVED, that the minutes of the 25 May 2000 meeting be approved as is:" Motion carried by voice.

7. Report of the President - *Pollock*

President Pollock gave an oral report in addition to her written report on pages 7-1 and 7-2.

8. Report of the Treasurer - *Williams, T.*

T. Williams gave the report of the treasurer, which included the 2001 budget (see pages 8-1 thru 8-32 of the *Agenda Book*).

9. Report of the Acting Executive Director - *Kelly*

Kelly reported on recent activity in the society and the IEEE (see pages 9-1 through 9-4 of the *Agenda Book*) and also noted the executive staff reports in section 44.

10. Status of Action Items - *Scherrer*

The secretary reviewed the status of action items as of 27 October 2000 (see page 10-1). Items 2 and 6 remain open.

ACTION ITEMS

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18. 2000 Budget modifications

A. Capital Budget

The finance committee is recommending expenditures for upgrades to the alarm/smoke detector system ($50,000) and PA system ($5,000) for emergency use in the Los Alamitos fire alarm and sprinkler systems, and recommendations involving OSHA-required safety procedures. While the new fire alarm system installed as part of the Publications Office rehabilitation project meets all fire code regulations in Orange County, California, the upgrades would enhance safety in the event of a major fire. ($55,000), plus an additional $5,000 for patio furnishings (planning during construction but deferred for budget reasons), be added to the 2000 capital budget. A total of $60,000 would appear in the Building Improvements/Maintenance line (see proposed Amended 2000 Capital Budget printed overleaf). Additional modifications to the sprinkler system are under investigation and will be considered for inclusion in the 2001 capital budget once bids are secured.

Motion 18A: T. Williams moved for the Finance Committee, "MOVED, that Executive Committee of the IEEE Computer Society approves the addition of $60,000 to the 2000 capital budget for California building improvements as proposed.

Approved 2000 Capital Budget

Category	Amount ($)
PCs & peripherals	$ 222,000
Servers & network infrastructure	170,100
Publishing and electronic publishing	19,900
Miscellaneous furniture/equipment	56,400
Building improvements/maintenance	65,000
Subtotal	**$ 533,400**
Capital contingency	150,000
Total	**$ 683,400**

Amended 2000 Capital Budget

Category	Amount ($)
PCs & peripherals	$ 222,000
Servers & network infrastructure	170,100
Publishing and electronic publishing	19,900
Miscellaneous furniture/equipment	56,400
Building improvements/maintenance	125,000
Subtotal	**$ 593,400**
Capital contingency	150,000
Total	**$ 743,400**

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23. Amendments to the Society Bylaws - *Wah*

A. **Article XII, Standing Committees, Section 12: Personnel and Compensation**

Motion 23A: Wah moved for the Constitution & Bylaws Committee, "MOVED, that the Executive Committee of the IEEE Computer Society approves the following amendment to Bylaws Article XII, Standing Committees." Motion withdrawn.

ARTICLE XII - STANDING COMMITTEES

Section 12: Personnel and Compensation Committee

The Personnel and Compensation Committee shall monitor compliance with the human resources, personnel and compensation policies of the society, and bring any ~~needed~~ recommended changes in such policies to the Board of Governors before they are forwarded to the IEEE. The committee shall be chaired by the president-elect, and shall include as additional members the president, the past president, and the first and second vice presidents. The chief staff executive and a member of the executive staff appointed by the chief staff executive shall be an *ex officio*, non-voting member of this committee.

24. *Policies & Procedures Manual* Revisions - *Wah*

None brought forward.

25. CSAB Constitution – *Cross*

Motion 25: Cross moved for the Educational Activities Board, "MOVED, that the Executive Committee of the IEEE Computer Society endorse the CSAB Constitution dated 15 October 2000 (see attachment 25). " motion carried.

26. Professional Practices - *Tripp*

Motion 26: Tripp moved for the Professional Practices Committee, "MOVED, that the Executive Committee of the IEEE Computer Society endorse the following position statement for certification and licensing of Software Engineering:" motion carried.

Position Statement – Certification and Licensing of Software Engineers

Whereas on May 21, 1993, the IEEE Computer Society Board of Governors approved a motion to establish a steering committee for evaluating, planning, and coordinating actions related to establishing software engineering as a profession.

Whereas on 5 June 1998, the IEEE Computer Society Board of Governors approved a motion forming the Software Engineering Coordinating Committee

(SWECC). The SWECC charter included responsibility to foster the evolution of software engineering as a professional computing discipline. The committee was charged to sponsor a number of projects in support of this goal. These include documenting the current body of knowledge, recommending accreditation criteria, developing model curricula, maintaining a code of ethics, and defining performance standards.

Recognizing the potential for confusion between licensing and certification, the IEEE Computer Society reaffirms its commitment to the professionalization of software engineering, including certification. The Computer Society reaffirms its willingness to work with any professional society or group of professional societies to achieve the goal of professionalization.

Whereas, it is the policy of the IEEE to be neutral on the licensing of electrical engineering professionals.

And therefore, to be consistent with IEEE policy, the IEEE Computer Society is neutral on the licensing of software engineering professionals.

Nevertheless, the IEEE Computer Society acknowledges the right of government agencies to use licensing as a tool to manage risk to the public.

Therefore, the IEEE Computer Society will work with licensing authorities worldwide, when asked, to provide the expertise of its members, in a manner consistent with IEEE practices and policies.

Motion 26.1: King moved, T. Williams seconded, "MOVED, that the Executive Committee of the IEEE Computer Society amends the last paragraph of motion 27 as follows:". Motion carried.

Therefore, the IEEE Computer Society ~~will~~ may work with licensing authorities worldwide, when asked, to provide the expertise of its members, in a manner consistent with IEEE practices and policies.

27. Electronic Publications - *Diamond*

Motion 27.1: Diamond moved for the Electronic Products and Services Committee, "MOVED, that the Executive Committee of the IEEE Computer Society approves in principal the following motion regarding digital library accessibility:". Motion failed.

WHEREAS the IEEE Computer Society provides an essential service to its membership and to a broader public in delivering technical information through Digital Library services, and

WHEREAS it is an ethical and in some contexts legal requirement to provide this material in a way that is accessible to those with disabilities, and

WHEREAS our delivery of such materials in HTML is a significant contribution to that accessibility, therefore

1) Our digital delivery system shall meet at least the priority 1 requirements of the Web Accessibility Initiative;

2) Staff and the Electronic Products & Services Committee are asked to review the Priority 2 and 3 recommendations, as well as the U.S. Government guidelines in 36 CFR 1194 (w/respect to accessibility required by Section 508 of the Rehabilitation Act), and the emerging draft of IEEE Std. 2001 (for both

accessibility and other best practices); and propose a set of guidelines for the May 2001 meeting (Feb. 2001 if materials are available); and

3) Staff is to develop a proposal for the May meeting on resources needed to move forward on our delivery of accessible content.

4) Publicly available DOI mechanisms shall be used to bring users to the most accessible versions of our technical content.

Motion 27.2: Diamond moved for the Electronic Products and Services Committee, "MOVED, that the Executive Committee of the IEEE Computer Society split the original motion by separating items 1, 2, and 3 from item 4." Motion to split carried.

Motion 27.3: Diamond moved for the Electronic Products and Services Committee, "MOVED, that the Executive Committee of the IEEE Computer Society approves in principal the following motion regarding digital library accessibility:". Motion carried.

WHEREAS the IEEE Computer Society provides an essential service to its membership and to a broader public in delivering technical information through Digital Library services, and

WHEREAS it is an ethical and in some contexts legal requirement to provide this material in a way that is accessible to those with disabilities, and

WHEREAS our delivery of such materials in HTML is a significant contribution to that accessibility, therefore

1) Our digital delivery system shall meet at least the priority 1 requirements of the Web Accessibility Initiative;

2) Staff and the Electronic Products & Services Committee are asked to review the Priority 2 and 3 recommendations, as well as the U.S. Government guidelines in 36 CFR 1194 (w/respect to accessibility required by Section 508 of the Rehabilitation Act), and the emerging draft of IEEE Std. 2001 (for both accessibility and other best practices); and propose a set of guidelines for the May 2001 meeting (Feb. 2001 if materials are available); and

3) Staff is to develop a proposal for the May meeting on resources needed to move forward on our delivery of accessible content.

Motion 27.4: Diamond moved for the Electronic Products and Services Committee, "MOVED, that the Executive Committee of the IEEE Computer Society approves in principal the following motion regarding digital library accessibility:". Motion failed.

WHEREAS the IEEE Computer Society provides an essential service to its membership and to a broader public in delivering technical information through Digital Library services, and

WHEREAS it is an ethical and in some contexts legal requirement to provide this material in a way that is accessible to those with disabilities, and

WHEREAS our delivery of such materials in HTML is a significant contribution to that accessibility, therefore

Publicly available DOI mechanisms shall be used to bring users to the most accessible versions of our technical content.

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DISCUSSION ITEMS

34. CS Digital Library and IEEE Xplore - *Tripp*

Tripp's presentation was deferred until the board meeting on Friday.

35. CS International Design Competition - Waxman

Clements' and Waxman's presentations were deferred until the board meeting on Friday.

36. Status of Memorandum of Understanding with the IEEE - Pollock

President Pollock gave a status check on the society's request to initiate a Memorandum of Understanding with IEEE. Such MOU has not been signed.

37. Status of Computer Society Executive Director Recruitment - *Pollock*

President Pollock gave a status check on progress of the Executive Director search.

Motion 37: B. Johnson moved, T. Williams seconded, "MOVED, that the Executive Committee of the IEEE Computer Society endorse the following resolution regarding the Executive Director recruitment:" Motion carried.

> The Board of Governors sincerely appreciates the efforts that the President of the Computer Society has put into the negotiations with IEEE concerning the search procedure for the Executive Director of the Computer Society. The Board of the Governors agrees in principle with the compromises negotiated by the Computer Society President with IEEE, but suggests some modifications to streamline the procedure to save time and money. The following essentials must be guaranteed to ensure the functioning of the Computer Society in their role as the major provider of services to the community of computer professionals worldwide.
>
> 1. We must not compromise the right of the CS president to select, appoint, supervise, and evaluate the performance of the Computer Society Executive Director. Such right is defined in the IEEE Bylaws/PPM/TAB Operations Manual.
>
> 2. The job description on which the search is based must be the one created by the Computer Society President and the Search Committee in cooperation with the Board of Governors.

3. We must preserve the current organizational structure of the CS staff including the reporting structure of that staff to the Computer Society Executive Director.

4. It must be ensured that the search will result in the hiring of a person who meets all the requirements in the job description.

Specifically, the Board of Governors requests the president to negotiate the following modifications of the existing tentative agreement:

1. Reporting line
   The Board of Governors accepts the compromise suggested by the Computer Society President as presented in the job description (three lines of reporting to the Computer Society President, IEEE Executive Director, and TAB administrative manager).

2. Salary Range
   The salary range shall be determined by an independent assessment company based on the job description prepared by the Computer Society. Because of the history, Mercer cannot be considered our independent company. Therefore, a third party must be found which both partners agree to.

3. Based on the recommendation of the salary assessment company, the search process is conducted.

4. This procedure makes the two-search scheme as proposed by IEEE unnecessary. Consequently, a two-search procedure would be a waste of time and money, which the Board of Governors cannot endorse or take responsibility for.

38. New Initiatives - *Wah*

Wah's presentation was deferred until the board meeting on Friday.

39. Relationship with the IEEE - *Reed*

Motion 39: Reed moved, Isaak seconded, "MOVED, that the Executive Committee of the IEEE Computer Society endorse the following motion regarding the IEEE Computer Society's relationship with the IEEE. The Board of Governors affirms that this resolution is the basis upon which it will conduct its activities, its relationship with the IEEE". Motion carried by hand count.

WHEREAS**,** the President of the IEEE. Dr. Bruce Eisenstein addressed the IEEE-CS Board of Governors on Montreal in May of 2000, and where as he repeatedly made the following points with regard to the relationships between the bodies:

That IEE had no interest in inhibiting the CS in terms of its growth, activities, publications and membership growth and management,

That IEEE recognized that the CS had been extraordinarily successful and was the leader in its field,

That IEEE had no interests other than ensuring that the CS adhered to IEEE and CS status and governance consistent with its status as a not-for profits organization under relevant legislation, and that

The IEEE had no intention of interfering in the internal affairs of the CS other than in seeking conformance to the to the matters in paragraph 4, and that

The IEEE takes as given that the conduct of the CS BOG, elected office bearers, senior volunteers, organization and structure, staffing, are matters for the CS alone (paragraph 4);

NOW THEREFORE, the IEEE-CS seeks to ensure that relations between the two bodies are based upon trust, confidence, understanding, and mutual respect, and

~~The IEEE-CS seeks to encourage mutual leveraging of both organizations' capabilities where this is possible.~~

39.1 Relationship with the IEEE - *Waxman*

Motion 39.1: Waxman moved, Albert-Howard seconded, "MOVED, that the Executive Committee of the IEEE Computer Society endorses the following resolution regarding the IEEE Computer Society's relationship with the IEEE." Motion carried by hand count.

WHEREAS the IEEE Computer Society wishes to improve relations with the IEEE, and

WHEREAS open communication is one key to the promotion of mutually beneficial programs;

FURTHER MOVED that the IEEE Board of Governors directs the IEEE Computer Society president to write a letter to each member of the IEEE Board of Directors inviting each of them to the February 2001 Board of Governors Caucus and board meeting

FURTHER, the letter should offer to pay the travel costs of those Board of Director members wishing to attend.

REPORTS

40. AD HOC COMMITTEES

40A. Central and Eastern European Initiative - *Gyimothy*

(See page 40A-1 of the *Agenda Book*.)

40B. Special Projects / CS International Design Competition - *Clements*

(See page 40B-1 and 40B-2 of the *Agenda Book*.)

40C. Latin America Activities Initiative - *Barbacci/King*

(See Attachment 40C.)

41. EXECUTIVE COMMITTEE MEMBERS

41A. President-Elect - *Wah*

No report.

41B. Vice President, Chapters Activities - *Everett*

(See pages 41B-1 and 41B-2 of the *Agenda Book*.)

41C. First Vice President, Conferences & Tutorials - *King*

(See page 41C-1 of the *Agenda Book*.)

41D. Vice President, Educational Activities - *Cross*

(See pages 41D-1 and 41D-2 of the *Agenda Book*.)

41E. Vice President, Publications - *Sheppard*

(See pages 41E-1 and 41E-2 of the *Agenda Book*.)

41F. Second Vice President, Standards Activities - *Diamond*

(See pages 41F-1 through 41F-16 of the *Agenda Book*.)

41G. Vice President, Technical Activities - Scherrer

(See pages 41G-1 through 41G-4 of the *Agenda Book*.)

41H. Secretary - *Scherrer*

Election Results Analysis - Doan
(See pages 41H-1 through 41H-3 of the Agenda Book.)

41I. Past President - *Tripp*

No report.

41J. IEEE Division Directors - *Carver/Johnson, B.*

No report.

42. STANDING COMMITTEES

42A. Audit - *Johnson, L.*

(See pages 42A-1 through 42A-8 of the *Agenda Book.)*

42B. Awards - Liu

No report.

42C. Constitution & Bylaws - *Wah*

No report.

42D. Elections - *McKendry*

No report.

42E. Electronic Products & Services - *Diamond*

No report.

42F. Fellows - *Hoelzeman*

No report.

42G. Finance - *Williams, T.*

No report.

42H. History - *Williams, M.*

(See page 42H-1 of the *Agenda Book*.)

42I. Intersociety Cooperation - *Tripp*

(See page 42I-1 of the *Agenda Book*.)

Report of Neural Networks Society Representatives - Kaleda/Waxman
(See page 42I-3 through 42I-6 of the Agenda Book.)

Report of IFIP Representative - Lee, JAN
(See page 42I-7 through 42I-19 of the Agenda Book.)

42J. Membership - *Tripp*

(See pages 42J-1 and 42J-2 of the *Agenda Book*.)

Ombudsman/Member Services - Swigger
(See pages 42J-3 and 41J-4 of the *Agenda Book*.)

42K. Nominations - *Tripp*

No report.

42L. Personnel & Compensation - *Wah*

No report.

42M. Planning - *Wah*

No report.

42N. Professional Practices - *Tripp*

(See page 42N-1 through 42N-5 of the *Agenda Book*).

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45. SPECIAL ORDERS

None.

46. UNFINISHED BUSINESS OR GENERAL ORDERS

None.

47. NEW BUSINESS

None.

48. GOOD OF THE ORDER

None.

49. ANNOUNCEMENTS

None.

50. NEXT MEETING

The next meeting will be held at 4:00 p.m. on Thursday, 22 February 2001 at the Westin Hotel in Ft. Lauderdale, Florida.

51. ADJOURNMENT

The meeting adjourned at 6:30 p.m.

List of Attachments

Attachment 25 CSAB Constitution