APPROVED MINUTES

IEEE COMPUTER SOCIETY
BOARD OF GOVERNORS MEETING

25 February 2000
Doubletree Hotel Mission Valley
San Diego, California, USA

1. Call to Order - Pollock
A meeting of the Board of Governors of the IEEE Computer Society was held at 8:30 a.m. on 25 February 2000 at the Doubletree Hotel Mission Valley in San Diego, California, USA. Guylaine M. Pollock, president, chaired, with Deborah K. Scherrer as secretary.

2. Roll Call/Proxies - Pollock
A roll call was held as follows:

A. Franchised Members
Fiorenza C. Albert-Howard, present
Kenneth R. Anderson, absent, proxy to Williams, T.
Paul L. Borrill, absent, no proxy
Carl K. Chang, present
Deborah M. Cooper, present
James H. Cross II, VP, Educational Activities, present
Stephen L. Diamond, second VP, Standards Activities, present
William W. Everett, VP, Chapters Activities, present
Wolfgang K. Giloi, present
Gene F. Hoffnagle, present
Haruhisa Ichikawa, present
James D. Isaak, present
Michel Israel, VP, Technical Activities, present
Lowell G. Johnson, present
Willis K. King, first VP for Conferences & Tutorials, present
Ming T. (Mike) Liu, present
David G. McKendry, present
Guylaine M. Pollock, president, present
Karl Reid, absent, proxy to Hoffnagle
Deborah K. Scherrer, secretary, present
Christina M. Schober, present
Sallie V. Sheppard, VP, Publications, present
Kathleen M. Swigger, present
Leonard L. Tripp, past president, present
Anneliese von Mayrhofer, absent, no proxy
Benjamin W. Wah, president-elect, present
Thomas W. Williams, treasurer, present

B. Ex officio Members (without vote):
Doris L. Carver, IEEE Division V Director, present
Daniel J. Senese, acting Executive Director, present
Barry W. Johnson, IEEE Division VIII Director, present
3. **Introduction of Guests - Pollock**

   The following guests and staff were present:

   Angela R. Burgess    Iwao Hyakutake
   Robert G. Care       John C. Keaton
   Robert Desoff       Anne Marie Kelly
   Violet S. Doan       Kenneth L. Laker
   Robert Dwyer         Stephen Mattingly
   Gerald L. Engel      Duncan H. Lawrie
   Lucy Garcia          Christine Shum Lee
   Gerald Gordon        Bruce D. Shriver
   Lynne Harris

4. **Approval of Agenda – Pollock**

   Motion 4: Pollock moved, Scherrer seconded, “MOVED, that the revised agenda (see Attachment 5R) be approved.” Motion carried by voice vote.

5. **BLANK**

6. **Approval of Minutes of the 19 November 1999 Meeting – Scherrer**

   Motion 6: Scherrer moved, Liu seconded, “MOVED, that the minutes of the 19 November 1999 Board of Governors meeting be approved as submitted.” Motion carried by voice vote.

7. **Report of the President - Pollock**

   Pollock gave an oral report.

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

   T. Williams gave the report of the treasurer (see pages 8-1 thru 8-32 of the Agenda Book).

9. **Report of the acting Executive Director - Senese**

   Senese reported on recent activity in the society (see pages 9-1 through 9-3 of the Agenda Book).

10. **Status of Action Items - Scherrer**

    The secretary reviewed the status of action items (see page 10-1). Items 4, 8 and 10 remain in process.
ACTION ITEMS

11. Consent Agenda – Scherrer

11A. Confirmation of the 2000 Board of Governors Meetings And Election Schedule - Pollock

The 2000 meetings and election schedule was approved by the Board of Governors at the 19 November 1999 meeting. The 2000 schedule has been revised to include amended Nominations Committee action dates and hotel selections that were still tentative at the time.

Motion 11A: Pollock moved, “MOVED, that the Board of Governors of the IEEE Computer Society approves the revised 2000 Board of Governors Meetings and Election Schedule (reprinted below).” Motion carried with the approval of the consent agenda.

FINAL - CONFIRMED

2000 Board of Governors Meetings and Election Schedule

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Schedule and call for board/officer recommendations to Nominations Committee.</td>
<td>February issue</td>
</tr>
<tr>
<td>2. Nominations Committee makes recommendations to Board of Governors for 2001 IEEE Division V Delegate-Director-Elect <em>(Four weeks prior to the BoG meeting at which the board shall select nominees.)</em></td>
<td>28 January</td>
</tr>
<tr>
<td>3. First BOARD OF GOVERNORS MEETING, DoubleTree Hotel, San Diego-Mission Valley, California, USA</td>
<td>25 February</td>
</tr>
<tr>
<td>4. Nominations Committee slate of officer and board candidates due to Board of Governors <em>(Four weeks prior to second BoG meeting.)</em></td>
<td>28 April</td>
</tr>
<tr>
<td>5. Last day for board/officer petition candidates to be submitted to Board secretary <em>(Ten days prior to second BoG meeting.)</em></td>
<td>16 May</td>
</tr>
<tr>
<td>6. Periodical page budgets and prices and board/officer candidates approved at second BOARD OF GOVERNORS MEETING, Hilton Bonaventure, Montreal, Canada</td>
<td>26 May</td>
</tr>
<tr>
<td>7. Last day for 2001 IEEE Division V Delegate-Director-Elect petition candidates to be submitted to IEEE</td>
<td>9 June</td>
</tr>
<tr>
<td>8. Board-selected candidate statements, biographies and pictures due in the Publications Office</td>
<td>30 June</td>
</tr>
<tr>
<td>9. Board-approved slate and call for petition candidates published in Computer</td>
<td>July Issue</td>
</tr>
<tr>
<td>10. Last day for members to submit board/officer petition candidates (with statements/biographies and pictures)</td>
<td>31 July</td>
</tr>
<tr>
<td>11. Schedule and call for 2002 IEEE Delegate-Director-Elect Division VIII recommendations to Nominations Committee published in Computer</td>
<td>August Issue</td>
</tr>
<tr>
<td>12. Ballots mailed</td>
<td>11 August</td>
</tr>
<tr>
<td>13. Candidate statements/biographies published in Computer</td>
<td>September Issue</td>
</tr>
<tr>
<td>14. Ballots returned and tabulated</td>
<td>10 October</td>
</tr>
<tr>
<td>15. Nominations Committee makes recommendations to Board of Governors for 2002 IEEE Delegate-Director-Elect Division VIII <em>(Four weeks prior to the BoG meeting at which the board shall select nominees.)</em></td>
<td>13 October</td>
</tr>
<tr>
<td>16. IEEE Delegate-Director-Elect 2002 slate approved at BOARD OF GOVERNORS, MEETING, SC’00, Adams’ Mark Hotel, Dallas, Texas, USA</td>
<td>10 November</td>
</tr>
<tr>
<td>17. Election results published in Computer</td>
<td>December Issue</td>
</tr>
</tbody>
</table>

Motion 12: Isaak moved, Tripp seconded, “MOVED, that the Board of Governors of the IEEE Computer Society approves a policy for PROCESS FOR CS COLLABORATIVE DOCUMENTS (reprinted below) with an expiration/renewal date of 1 January 2001.”

1.0 Introduction

The Computer Society creates or may wish to create documents though collaboration of Society members that are "accepted" by the Computer Society, with some life cycle including maintenance and ultimate withdrawal. Some examples of such documents include: Board Handbooks, Curriculum Recommendations, Professional licensing or ethics guidelines, Pre-standards, technical information statements (to "inform the debate on public policy issues").

This (collaborative) document will set out guidelines for how the Computer Society can produce such documents in a consistent way, and with some confidence (and corrective process) that these will reflect a considered and reasonable position for the Society.

Considerations include: authorization to develop a document, review and approval of a document, responding to questions/considerations during the life of the document, revision and withdrawal of the document. Also of concern: dealing with intellectual property issues, cross-board coordination, and on-line accessibility.

Below is a proposed process for initiating and approving such documents. Following this is a form for requesting authorization to develop such a document, and a pro-forma version of such a document with annotations about key common elements.

2.0 Collaboration Document Process and Guidelines

2.1 Any individual can request initiation of a document by completing the CS Collaborative Document (CSCD) authorization, request and forwarding it to the proposed responsible board (RB) chair for action (cc to affected board chairs for awareness)

2.2 Once authorized by the responsible board, the request is assigned a "CSCD" number (strictly sequential integers for all of the CS), and posted on the CSCD "on-web" index.

2.2.1 Authorization Guidelines & Considerations

Any use of copyright or trademark material must be coordinated with CS staff to assure appropriate rights are obtained.

Potential advocacy of application of patented material calls for declaration by the patent holder of availability of rights at a reasonable fee on a non-discriminatory basis. (Exceptions require review and approval by staff and/or the BoG)

It is expected that all approved CSCD documents would be posted on the Computer Society web site, and publicly available; exceptions should be noted in the authorization request.

Ownership is assumed by the Computer Society, with acknowledgment given to contributors and reviewers. Future revisions and/or decisions to withdraw are under the control of the CS BoG and delegated by default to the responsible board.
2.3 Development

The RB chair shall form an ad hoc team to develop the document, and appoint a team leader. Additional interested Computer Society members, or invited experts, may be included on the team with the approval of the RB chair. Such appointments shall expire, if not renewed, after 12 months (and the RB shall consider terminating the work authorization if the team is not continued or results do not meet expected milestones.)

2.3.1 Development Guidelines & Considerations

All CSCD documents shall use the pro-forma format indicated in section 4.0 below.

All drafts are to include a copyright statement provided by staff (default on proforma below), consistent with the expected distribution and use of the document. This is essential to assure document integrity, and to provide for control of derivative works.

2.4 Approval

The RB chair shall invite any interested CS members to participate in review and approval of the proposed document. The reviewers may raise "points to consider" or "comments" in conjunction with "approval" or "disapproval" responses. Any "points to consider" that have not been resolved in discussion with the reviewer shall be posted as the initial list of these on a document specific "points to consider" list on the web.

Approval of at least 60% of those returning "approval"/"disapproval" responses is required for approval. The approval process is expected to occur on-line, with copies of responses to a designated staff person for archival reference; and to establish final results. Distribution/response for approval is expected to be a 20 day window, and occurring "on-line" (email or web based); with a 10 day re-circulation of a changed document used to notify reviewers of changes resulting from the initial circulation responses.

2.5 Points for consideration

Throughout the life of the document questions and concerns may be raised by any interested persons. The chair of the RB will see that such concerns receive a response within 90 days of being notified of such concerns. All concerns raised shall be documented on the web as "points for consideration".

The RB may initiate a correction or rapid revision of a document if 'points for consideration' warrant such action. A correction should be limited to specific points(s), and be approved by a majority vote of the RB. A rapid revision may take into account any or all of the identified points for consideration and requires a 60% approval process parallel to that used for initial approval. In either case, the major version # is incremented.

2.6 Revision & Withdrawal

As of the identified revision date, the document is automatically forwarded to the responsible Board. The Board shall review the document, and all points raised for consideration.
Three actions are possible:

- The board may withdraw the document by majority vote
- The board may re-affirm the document by majority vote
- The board may initiate a revision of the document, assign appropriate leadership and milestones with the same general process as is used for adoption of new documents.

3.0 CSCD Authorization Request

- Date:
- Requesters- (repeat as needed)
  - Name:
  - email:
  - phone #:
  - relevant CS title/role:
- Proposed responsible board: CS/xxx
- Affected boards: CS/xxx, CS/xxx
- Title:
- Scope: (what will be addressed, what will not be addressed)
- Audience: (who are we addressing with this document)
- Purpose: (why does the target audience care)
- If not public web then what publication and justification:
- Intellectual Property considerations:
  - Expected use of Copyright, trademark or patents (explain)
- Target approval initiation date:
- Projected revision date:
- Expiration date:
- URL(DOI) for ongoing reference (this authorization, document status (history if multiple revisions) and "Points for consideration")
- Authorization approval date by responsible board

4.0 Proforma Collaboration Document

- "Begin CSCD xxx v:n.ddd yyyy-mm-dd"

- Begin (and the associated "End CSCD xxx") are used to delineate the full text of the document; and xxx is the number assigned by staff.

- The v:n.ddd indicates version. The first draft version of a new document is "v:0.001", the ddd value is incremented with each development change, as is the date. The first approved version is v:1 without any following draft digits (the notation "v:5.023" indicates the 23rd draft of a revision to approved version 5 of a document.

- Title

- DOI/URL

- Text of document (structured to match target audience)

- Trailer:
  - Responsible CS Board:
  - Next revision scheduled:
  - Expiration date:

Motion 13: T. Williams moved for the Finance Committee, “MOVED, that the Board of Governors of the IEEE Computer Society adopts the preliminary operating budget planning targets for society programs in 2001, 2002, and 2003, expressed in thousands of US$, as follows (see attachment 13R):” Motion carried by voice vote with the provision that the Finance Committee work on updated 2003 numbers.

<table>
<thead>
<tr>
<th>Program Area</th>
<th>2001</th>
<th>2002</th>
<th>2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transactions</td>
<td>3184.4</td>
<td>3304.2</td>
<td>3422.7</td>
</tr>
<tr>
<td>Magazines</td>
<td>644.0</td>
<td>672.9</td>
<td>678.5</td>
</tr>
<tr>
<td>Computer</td>
<td>-425.7</td>
<td>-514.5</td>
<td>-643.9</td>
</tr>
<tr>
<td>Advertising</td>
<td>423.7</td>
<td>527.7</td>
<td>579.7</td>
</tr>
<tr>
<td>CS Press</td>
<td>-247.0</td>
<td>-364.7</td>
<td>-457.0</td>
</tr>
<tr>
<td>Conferences</td>
<td>736.2</td>
<td>678.9</td>
<td>629.0</td>
</tr>
<tr>
<td>Technical Activities</td>
<td>-569.0</td>
<td>-582.5</td>
<td>-586.9</td>
</tr>
<tr>
<td>Standards</td>
<td>-154.9</td>
<td>-163.3</td>
<td>-173.2</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>-111.2</td>
<td>19.5</td>
<td>105.7</td>
</tr>
<tr>
<td>CS Int'l Design Comp</td>
<td>-285.6</td>
<td>-300.1</td>
<td>-309.8</td>
</tr>
<tr>
<td>Chapters</td>
<td>-235.0</td>
<td>-244.3</td>
<td>-257.5</td>
</tr>
<tr>
<td>Membership</td>
<td>-1080.0</td>
<td>-1228.8</td>
<td>-1394.1</td>
</tr>
<tr>
<td>Education</td>
<td>-156.0</td>
<td>-159.6</td>
<td>-163.8</td>
</tr>
<tr>
<td>Awards</td>
<td>-273.1</td>
<td>-284.7</td>
<td>-297.9</td>
</tr>
<tr>
<td>General</td>
<td>-1452.8</td>
<td>-1366.3</td>
<td>-1259.0</td>
</tr>
<tr>
<td>Budget Target Totals</td>
<td>-2.0</td>
<td>-5.7</td>
<td>-127.5</td>
</tr>
</tbody>
</table>


No budget amendments were brought forward, but Williams reported on the Executive Committee’s approval of the following budget amendments:

A. $100K for Community Initiatives
B. $6K for DVP in Region 9
C. $20K for Cyber Careers Project
D. $60K for Division VIII Special Election
E. $15K for SWEEP

15. Approval of ITC’00 Budget - King

Motion 15: King moved for the Conferences & Tutorials Board, “MOVED, that the Board of Governors of the IEEE Computer Society approves the ITC’00 budget as proposed (see attachment 15) and gives authority for revisions to the VP of Conferences & Tutorials.” Motion carried by voice vote.
16. Approval of SC’00 Budget - King

Motion 16: King moved for the Conference & Tutorials Board, “MOVED, that the Board of Governors of the IEEE Computer Society approves the SC’00 budget as proposed (see attachment 16) and gives authority for revisions to the VP of Conferences & Tutorials.” Motion carried by voice vote.

17. BLANK

18. BLANK

19. BLANK

EXECUTIVE SESSION STARTS

20. Nomination of IEEE Division Director Candidates - Tripp

Motion 20: Tripp moved for the Nominations Committee, “MOVED, that the Board of Governors of the IEEE Computer Society approves the slate of Thomas W. Williams and Gerald L. Engel (see attachment 20) to run in a special election in 2000 with the winner serving as IEEE Division VIII Director in 2001-2002.” Motion carried by voice vote.

Action: Executive Director. Due ASAP. BOG 02/00. 20. Communicate the IEEE Division VIII Director slate of Engel and T. Williams to the IEEE.

21. Nomination of IEEE Division Director Candidates - Tripp

Motion 21: Tripp moved for the Nominations Committee, “MOVED, that the Board of Governors of the IEEE Computer Society approves the slate of Guylaine M. Pollock and Ronald Waxman (see attachment 21) to run in the 2000 fall election, with the winner serving as IEEE Division V Director-elect in 2001, and as IEEE Division V Director in 2002-2003.” Motion carried by voice vote.

Action: Executive Director. Due: ASAP. BOG 02/00. 21. Communicate the IEEE Division V Director slate of Pollock and Waxman to the IEEE.

EXECUTIVE SESSION ENDS

22. BLANK

23. Amendments to the Society Bylaws - Wah

Motion 23A: Wah moved for the Constitution & Bylaws Committee, “MOVED, that the Board of Governors of the IEEE Computer Society approves the following amendment to bylaws Article IX, Publications, Section 3, Editor-in-chief appointments.” Motion carried.

ARTICLE IX- PUBLICATIONS

Section 3: Editor-in-Chief Appointments and Terms

1. There shall be an editor-in-chief appointed for each periodical publication. There shall be one or more editors-in-chief appointed for the Computer Society Press, as provided in the IEEE Computer Society Policies & Procedures Manual.
2. The Publications Board shall recommend to the president two or more candidates for each editor-in-chief position, as specified in the Policies & Procedures Manual, at various times as required.

3. The president, with the advice and consent of the Board of Governors, shall appoint each editor-in-chief for a term not to exceed two years. In the case of a new periodical, the initial appointment may be for a maximum of three years.

4. Editors-in-chief may serve a maximum of two consecutive terms in a given position.

Action: Executive Director: Due: ASAP. BOG 02/00. 23. Publish first vote of bylaw amendment for member comment in Computer magazine. Place on the 26 May 2000 agenda for a second vote.

24. BLANK

25. Professional Practices Committee - Tripp

Tripp gave a briefing on the current status of the newly-formed Professional Practices Committee.

26. Curriculum 2001- Chang

Chang gave a briefing on the status of the Curriculum 2001 project (see attachment 26).

27. BLANK

28. BLANK

29. BLANK

30. BLANK

31. BLANK

32. BLANK

33. BLANK

34. BLANK

DISCUSSION ITEMS

EXECUTIVE SESSION STARTS

35. IEEE Issues – Pollock

President Pollock led a discussion of current IEEE issues regarding Dr. Elliot’s departure and future actions. IEEE past president, Ken Laker, read a statement to the board, which was followed by a question and answer session with Laker, Dwyer and Senese. President Pollock requested authority for the IEEE Computer Society board to obtain their own legal counsel. Mr. Senese provided a verbal approval, which is so noted in these minutes.

Action: President. Due: ASAP. BOG 02/00. 35. Request a copy of the forensic audit.
36. *IEEE Transactions on Software Engineering* EIC - *Pollock*

President Pollock led a discussion of the recent concerns that surfaced regarding the appointment of the current Transactions on Software Engineering Editor-in-chief.

EXECUTIVE SESSION ENDS

37. BLANK

38. BLANK

39. BLANK

REPORTS

40. AD HOC COMMITTEES

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

No report.

40B. China Initiative - *Chang*

No report.

40C. Special Projects / CS International Design Competition - *Shriver*

Shriver gave a brief status report on the CSIDC.

40D. Latin America Initiative - *Barbacci*

No report.

40E. Oversight Committee for Software Engineering Competency Recognition Program - *Tripp*

(See pages 40-E-1 and 40-E-2 of the *Agenda Book*)

40F. Steering Committee on Software Engineering as a Profession - *Tripp*

No report.

41. EXECUTIVE COMMITTEE

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 pages 41C-1 through 41C-3 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 41-E-1 and 41-E-2 of the *Agenda Book.*)

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

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

41G. **Vice President, Technical Activities - Israel**

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

41H. **Secretary - Scherrer**

No report.

41I. **Past President - Tripp**

No report.

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

42. **STANDING COMMITTEES**

42A. **Audit - Johnson, L.**

No report.

42B. **Awards - Liu**

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

42C. **Constitution & Bylaws - Wah**

No report.

42D. **Elections - McKendry**

No report.

42E. **Electronic Products & Services - Lawrie**

No report.

42F. **Fellows - Johnson, B.**

No report.
42G. Finance - Williams, T.

No report.

42H. History - Williams, M.

No report.

42I. Intersociety Cooperation - Tripp

No report.

42J. Membership - Tripp

Ombudsman/Member Services - Swigger

(See pages 42J-1 and 41J-2 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 42-N-1 of the Agenda Book).

43. OTHER REPORTS - None

44. STAFF

44A. Publisher - Burgess

(See pages 44A-1 thru 44A-5 of the Agenda Book.)

44B. Information Technology and Services - Care

(See pages 44B-1 thru 44B-3 of the Agenda Book.)

44C. Finance and Administration - Doan

(See pages 44C-1 thru 44C-4 of the Agenda Book.)
44D. Volunteer Services - Kelly

(See pages 44D-1 and 44D-2 of the Agenda Book.)

Technical Meetings Final Reports Received Since Last Agenda Book
(See pages 44D-3 thru 44D-5 of the Agenda Book.)

Technical Meetings Approved Since Last Agenda Book
(See pages 44-D-6 thru 44-D-8 of the Agenda Book.)

Technical Meetings Final Reports Overdue
(See pages 44D-9 thru 44D-11 of the Agenda Book.)

Technical Meetings Schedule
(See pages 44D-12 thru 44D-37 of the Agenda Book.)

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 8:30 a.m. on Friday, 26 May at the Bonaventure Hotel in Montreal, Quebec, Canada.

51. ADJOURNMENT
The meeting adjourned at 6:00 p.m.

List of Attachments

Attachment 5R Revised Agenda
Attachment 13R Revised 2001-2003 Budget Targets.
Attachment 15 SC’00 Budget
Attachment 16 ITC’00 Budget
Attachment 20 IEEE Division VIII Director Candidate Bios
Attachment 21 IEEE Division V Director Candidate Bios
Attachment 41D 1999 Annual CSAB Report