

Minutes
Administrative Committee
Society for Social Implications of Technology

Location: ISTAS 99, Hyatt Regency, New Brunswick, NJ

Date: July 31, 1999

1. President Engel called the meeting to order at 12:30 PM and welcomed new members and guests.

Attendance: Karl Perusich, Terri Bookman, Clint Andrews, Gerry Engel, Joe Herkert, Robert Plossney, James Pfafflin, Julian Reitman, Stanley Dunn, Andy Meyer, Janet Rochester, Bob Dent, Dave Morton, Abigail Davis, Bob Whelchel, Brian O. Connell, Steve Unger, Salvador Castro, Ken Foster, and Karl Stephen.

2. The agenda was adopted as proposed.
3. The minutes from the April meeting were approved after incorporating changes proposed by Mr. Plossney

Before the President's report was given several general items were discussed. Mr. Herkert and Plossney talked about the information to be taken to PACE meetings by Bob Plossney to advertise SSIT. Terri Bookman would provide separate sheets for enrollment in SSIT. Mr. Plossney would use the PACE meetings as an opportunity to address the group on SSIT. He would provide information about why they should join SSIT and distribute back issues of T&S magazine and information about future ISTAS conferences.

Mr. Engel stated that the un-audited finances for the society gave a net worth of \$220K, with \$63K coming from this year.

Joe Herkert noted that 3 AdCom members will be elected this year and a notice must be included in T&S magazine soon. In addition the positions of President and Vice President must be voted on at the December meeting. To follow the society's historical procedures, the election should be held in September for the new members to be seated at the December meeting. Terri Bookman said that the announcement for nominations would be in the next T&S magazine. Tony Robbi and Finley Shapiro are the elections committee. Mr. Engel said he would contact them to see if proper arrangements are being made for the AdCom Elections.

Rome Conference. Mr. Engel stated that everything seemed to be in order for proceeding with the ISTAS 2000 conference in Rome, Italy. Mr. Andrews stated that the AIE (the IEEE equivalent of Italy) is now involved, so people that have worked on conferences before are now involved. SSIT, AIE and the sponsoring university would each share about 1/3 of the cost (and surplus), with it budgeted for 80 people. Hotel accommodations had been finalized.

Millennium Medallions. Mr. Engel stated that the IEEE would issue 3000 Millennium Medallions to be distributed through societies and other entities of the IEEE based on their size, with SSIT anticipated to get 3. The medallion program was not without controversy in the IEEE, with TAB voting to eliminate the program to make up a corporate level deficit but the president-elected reinstated it. The medallions are meant to go to a group of IEEE leaders that would not normally receive recognition through one of the other awards available through the society. The medallions have already been struck, with several hundred thousand expected to be spent on the program, including a banquet. Mr. Engel stated that if the society does not nominate anyone none will be given from the society. He suggested that each AdCom member submit to him a list of 3 nominees, which he would merge to produce a list of 10 that would be submitted to the IEEE. Mr. Pfafflin suggested that each member submit 5 names rather than 3.

President Engel noted the passing of Joe Wujek, an AdCom member. He and his wife were tragically killed in a car accident. He asked Mr. Unger to prepare a memorial to be published in T&S magazine. In addition, a scholarship fund had been set up at University of California-Berkeley. Mr. Unger suggested that a student paper competition for UCLA students with the recipient presenting at an ISTAS conference be set up in honor of Joe Wujek.

Approval of Minutes. Corrections to the minutes of the previous meeting were noted by Joe Herkert. A motion to approve the corrected minutes was made by Pfafflin, seconded by Andrews, and approved by the AdCom.

President's Report. President Engel said that he was unable to attend the TAB meeting, but received information that the SSIT was financially healthy. The surplus in funds was about twice the budget, which is the suggested norm. Membership seems to have held steady, rather than declined. Dave Morton stated that there were 15 requests for affiliate membership from ISATAS 99.

The distinguished lecturer's program needed nominees from the society. As a rule a chapter pays for local expenses for a distinguished lecturer, while the society pays for travel to the meeting. During the previous year, SSIT had no one participate from the program. President Engel said he would contact AdCom members for suggestions for speakers for the program.

Past President's Report. Mr. Foster was unavailable.

Treasurer. Mr. Andrews reported that the finances for SSIT within budget projections for 1998, with a surplus of 60K on income of some 150K. Income for 1999 would be lower because of the timing of distributions for receipts from the conference and periodicals. The IEEE was making some significant changes in income for periodicals, which account for a very large part of the society's income, that could significantly impact SSIT.

One significant change involved T&S magazine. Terri Bookman is managing editor of the magazine for the SSIT. Even though Ms. Bookman does the bulk of the work on publishing the magazine, the IEEE does provide some services. IEEE staff have proposed increasing the charges for these services. Additionally, IEEE staff want to charge SSIT for services like editing that the managing editor already does. President Engel wrote to staff at the IEEE to negotiate these charges to make them accurately reflect the costs and nature of the services provided by the IEEE to publish Technology and Society magazine. The new rates have already been approved by the TAB Periodicals Activities Board, so the new rates have taken effect.

Mr. Andrews gave his interpretation that the IEEE is trying to eliminate independent editors by charging significantly for production costs for periodicals produced outside of IEEE. Joe Herkert stressed the need for a response from SSIT. Mr. Dent noted that there are other societies that use outside editors and publish outside of IEEE. He also noted that the IEEE is committed to going to electronic publishing. He suggested that as a back up position, if negotiations falter with the IEEE, that SSIT consider publishing T&S magazine entirely outside of the IEEE. He suggested that the IEEE be given a deadline on re-negotiating the charges while inquiries be made to determine the expenses of publishing the magazine outside of the IEEE.

Publications Report. Joe Herkert noted that to participate in the IEEE electronic publishing effort, T&S magazine must be fully tagged, about 3K a year. He also noted that he had edited a book on ethics that was a compendium of articles from T&S magazine that would be published this fall by the IEEE press. The book was advertised on the IEEE web site.

The next issue of T&S magazine was a special issue on gender and technology, and unrelated to ISTAS '99. A future issue would be on the same topic, but would be a compendium of articles from the ISTAS '99 conference.

Mr. Herkert made a motion that 100-200 extra copies of the special issue be printed and given to the Women in Engineering Society for distribution to their membership. The motion was seconded and passed unanimously. Terri Bookman was assigned to process the task.

Mr. Welchel elaborated on the topic schedule for T&S magazine. The winter issue would be the special issue alluded to by Joe Herkert on gender and technology. The spring issue would be the compendium of papers from ISTAS '99. Another special issue on control systems and system theory edited by Kevin Passenau and Clint Andrews has been approved.

He also noted that his tenure as editor of T&S magazine was done and that a search needed to be started to find another editor. An ad would be placed in T&S magazine asking for candidates. Mr. Welchel would remain as editor for another year. Mr. Engel asked Joe Herkert to chair the search committee to identify the new editor.

Terri Bookman stated that maintenance of the SSIT web site was now her responsibility. After a 3 week period, the web site was back up and running. The April article posted to the web site has had 500 hits. The society also receives about 100 requests per year for back issues of T&S magazine, about half from developing countries.

Conference Report President Engel stated that his impression was that the ISTAS 99 conference was a huge success, and commended Mr. Morton on his success as conference chair. Mr. Morton said that the conference had about 130 registrations. He anticipated a surplus in spite of a possible loss on room penalties from the hotel. He felt that there was room to bargain with the hotel on the room penalty when the many problems the conference had with the facilities is factored in.

President Engel stated that the ISTAS 2000 conference to be held in Rome, Italy has been budgeted for a reasonable 80 people. Joe Herkert pointed out that the proposed budget for the conference had all parties sharing the book broker fees. In past ISTAS conferences these have always been reserved strictly for SSIT, with any surplus shared by other sponsoring entities coming from the conference itself. In addition, without the book broker fees the conference, as budgeted, would run a deficit. Per suggestions from Drs. Herkert and Andrews, President Engel agreed to sign the memorandum of understanding, but would re-negotiate the budget.

Mr. Perusich stated that the student paper session at the conference was very good, with three presentations. He agreed to contact the NSF about soliciting funds for a similar competition for the Rome ISTAS conference.

Two future conferences have set. ISTAS 2001 will be held at UConn-Stamford. Brian O'Connell will be program chair. The IEEE computer society will be asked to be a co-sponsor. Mr. Perusich suggested that the ASME SSIT equivalent be solicited to participate in the conference. Joe Herkert wants to sponsor the ISTAS 2002 conference at North Carolina State University, Raleigh with its theme emerging issues in computing ethics. He said that he would prepare a formal proposal for presentation at the December AdCom meeting.

IEEE Issues. Mr. Andrews attended the TAB meeting in Boston to represent SSIT. President Engel was unable to attend. He wanted to report on a few of the more SSIT-pertinent issues addressed at the meeting. The IEEE has proposed implementing a new financial model primarily to reinvest how money is allocated. Societies within the IEEE have the revenue streams, but other parts of the IEEE don't. Corporate IEEE has a 1 million dollar deficit, while the professional society as a whole is in the black. The proposed new models are attempts to allocate the corporate deficit to the societies. He believed that there was real tension between corporate IEEE and the individual societies that comprise the IEEE. There was a sense among the society presidents that IEEE corporate was not living within its budget. TAB voted on various changes in the financial model. The one agreed to would have all IEEE services paid for by the societies using charges that accurately reflected marginal expenses. Mr. Andrews warned that this new financial model posed a real danger to a small society like SSIT.

Mr. Dent said that the new model would identify 10 or 11 entities within the IEEE as infrastructure that societies would be charged for. Also, money invested by IEEE would now use a blended rate with all society investments receiving the same rate of return. A blue ribbon panel would be convened to review and reduce infrastructure costs. Additionally, all societies would be required to produce a 3% improvement through some combination of reducing expenditures or increasing revenues. The new financial model would start next year.

Mr. Herkert stated that a major problem confronting IEEE is that there is no check on expenditures at the corporate level. When IEEE corporate is short of funds they tax the societies. President Engel felt that SSIT's reserves should be sufficient for a year.

Mr. Andrews stated that another issue addressed at the TAB meeting was the need for individual societies to define peer review. Each society must use 2 independent referees for every peer reviewed article. Mr. Welch pointed out the T&S magazine uses 3 independent referees for any peer reviewed article as a matter of policy.

Mr. Perusich agreed to attend the November TAB meeting in Salt Lake City.

Changes were also proposed in periodicals charges. Suggestions included raising the price of subscriptions to market rates and go to electronic publishing. One change suggested was to remove smaller publications from the All Society Periodicals Package (ASPP). Mr. Herkert stated that the changes are only being discussed. IEEE staff have proposed sunsetting publications. Those periodicals with insufficient subscriptions that are not making money would be discontinued.

Ethics Committee Report. Steve Unger stated that John Vig tried to do something about IEEE ethics support. He received support from TAB to come back to their next meeting with proposals and more information on ethics initiatives. Mr. Unger suggested that SSIT support Mr. Vig's efforts. President Engel suggested that the SSIT Ethics committee formulate a position paper for SSIT to review. Mr. Herkert suggested that SSIT move cautiously on the issue. TAB presidents tend to shy away from these types of issues. He suggested that SSIT provide Mr. Vig with information on the ethics issues.

Chapters Report. Mr. Perusich stated that there have been two recent attempts in Canada and Australia to form SSIT chapters, but both have floundered because of low SSIT memberships in their respective chapters.

New Business. President Engel stated that SSIT is due for its five year review next year in June. SSIT publications are done simultaneously with the society review. Joe Herkert suggested that two SSIT members attend the review given the work involved.

Steve Unger suggested that Joe Wujek be honored by SSIT in two ways. First, the society could make a contribution to the scholarship fund being established at Cal-Berkley. Second, Mr. Wujek was a great promoter of student involvement in the IEEE. Mr. Unger

suggested that a student paper competition for an ISTAS conference be named in honor of Mr. Wujek. President Engel proposed that the society use funds to implement a Joe Wujek award to support travel expenses to an upcoming ISTAS conference for a student recipient. The motion passed. Steve Unger was appointed to form a committee to implement the award.

Mr. Unger proposed that SSIT contribute \$500 to the Joe Wujek scholarship fund. After discussion the motion was withdrawn. Ken Foster made a motion to use \$1000 of SSIT funds to bring a Cal-Berkley student from the EE or CS department to a future ISTAS meeting. The motion was seconded and passed.

The next AdCom meeting was scheduled for December 4, 1999 at 10:30 AM at the University of Pennsylvania in Philadelphia.

President Engel called the AdCom into executive session to discuss the renewal of Terri Bookman's contract for two years as managing editor of T&S magazine. The contract renewal was approved for two years at \$26975/year.