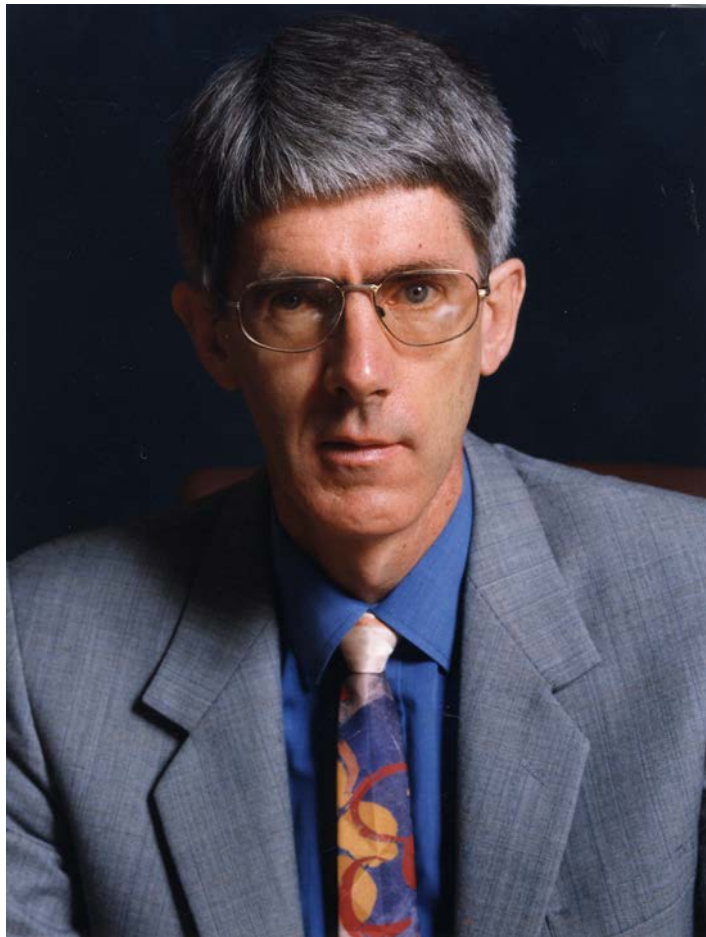


University of South Africa Archives

PROFESSOR ANTONY PATRICK MELCK PAPERS 1988-2001



Revised and updated: Marié Coetzee 2013

Herma van Niekerk 2011

Trix Rossouw 2004

PROFESSOR ANTONY PATRICK MELCK PAPERS, 1988-2001

Antony Patrick Melck was born in Cape Town on 22 February 1949. He received the MCom and LLB degrees from the University of Stellenbosch before being awarded a scholarship to the University of Cambridge where he obtained a MA in Economics. On returning to the University of Stellenbosch to lecture, he enrolled for a DCom degree in the Economics of Education. Prof Melck was also awarded the Licentiate in Music (Organ) and later the Fellowship Diploma (FTCL) by the Trinity College of Music in London.

In 1983 he was promoted to full professor in the Economics Department of the University of Stellenbosch. Shortly thereafter Prof. Melck was awarded a scholarship to the University of Cologne in Germany, as a fellow of the Alexander von Humboldt Foundation. His research in the fields of *public finance* and the *economics of education* resulted in periods of secondment to the Departments of National Education and Finance respectively, as researcher and adviser to the Margo Commission. He also acted as external examiner for the Universities of Cape Town, Western Cape and Natal.

In 1988 Prof. Melck was appointed Registrar (Finance and Operations) at the University of South Africa and promoted to Vice-Principal (Finance) in 1991. He was President of the Unisa Transnet International Music Competitions and chairman of the panel of adjudicators at the Unisa Transnet International Piano Competition and the Unisa Transnet International String Competition in 1992.

In 1994 Prof. Melck was seconded by Unisa to be full-time Deputy-Chairman of the Financial and Fiscal Commission, where he played an important role in the transformation of South Africa to new constitutional structures. He was also Chairman of the Governing Body of the Pretoria Boys High School and a board member of the Zuid-Afrikaans Hospital. His engagement in community service and his versatility as a person is also displayed in his many leadership roles e.g. Director of the Chamber Orchestra of South Africa, council member of the Pretoria Association of Arts, a trustee of the South African Institute for Distance Education and patron of the State Theatre Youth Arts Festival. Prof Melck was appointed Acting Principal of Unisa in 1998 and on 29 March 1999 he was installed as Vice-Chancellor and Principal of the University of South Africa. He resigned on 30 September 2001 to take up a position as advisor to the former Rector and Vice-Chancellor of the University of Pretoria, Prof Callie Pistorius.

Prof Melck retired in October 2013 and moved to Austria to join the Rieger Organ Company to study the design and building of organs. Prof Melck will have a managerial and administrative role and also get involved on the marketing side. He is married to Gudrun and they have three sons.

PROFESSOR ANTONY PATRICK MELCK PAPERS 5 linear metres; 50 BOXES

The *Melck Papers* were transferred to the Archives in three batches after Prof Melck became advisor to the Principal at the University of Pretoria. The final *Papers* were donated by Prof Melck in October 2013 at a special function in the Unisa Library arranged by Dr Muff Andersson and the Department of Corporate Communication and Marketing. Each donation was arranged separately, but in this inventory, the lists of the three donations have been merged into one entity.

The *Papers* are the official documents of Prof. A. Melck which he used during his term as Principal and Vice-Chancellor of Unisa. The subject material in the *Melck Papers* deals with the activities of the University Council, Management, Committees, Departments and functions of Unisa, the installation of the Rieger Organ as well as of other institutions and official bodies on which Prof. Melck served. Of special interest in the *Papers* is Unisa's *Self-evaluation Report* which was submitted by Prof Melck in June 2001 for consideration of the Accreditation Commission of the Distance Education and Training Council. Prof Melck's term of office was characterised by political and economic changes as well as the transformation of higher education in South Africa.

The *Melck Papers* would interest researchers working on the history and development of Unisa, concepts of distance education, government funding of tertiary education and the changing face of higher education during the turbulent transitional years 1988-2001.

Cite as: Prof Antony Patrick Melck Papers in the Unisa Archives

PROF ANTONY PATRICK MELCK PAPERS
PART 1 First Donation

1.	BIOGRAPHICAL INFORMATION	
1.1	Curriculum Vitae	
2.	PUBLIC APPEARANCES	
2.1	Inaugural lecture	22 Feb1990
2.2	Installation as sixth Principal and Vice - Chancellor	
2.2.1	Invitation & Programme	
2.2.2	Address on video	29 March 1999
2.3	Address at the opening of the 1999 academic year	9 Feb1999
2.4	Address at the closure of the 2000 academic year	28 Nov 2000
3	COUNCIL	
3.1	Correspondence	Sept 2000 -Sept 2001
4	SENATE	
4.1	Minutes, agendas, reports, addendums	May, July, Aug 2001, Jan 2002
5	COMMITTEES	
5.1	Management Committee	
5.1.1	Minutes, agendas, annexures and correspondence	Jan - Sept, Nov 2001
5.2	Management Committee and deans	
5.2.1	Minutes, agendas, annexures	Jan, Feb, Apr 2001
5.3.	Audit Committee	
5.3.1	Minutes,agendas, annexures	Jan, Feb, May, Sept 2001
5.4	Central Buildings Committee	
5.4.1	Minutes, agendas, annexures	Nov 2000 - Aug 2001
5.5	Committee heads: academic departments	
5.5.1	Minutes, agendas, annexures	May, Aug 2001
5.6	Committee heads: administrative departments and directors	
5.6.1	Minutes, agendas, annexures	Nov 2000, Oct 2001
5.7	Council Finance Committee	
5.7.1	Minutes, agendas, annexures	2000, 2001
5.8	Council Remuneration Committee	
5.8.1	Minutes, agendas, annexures	June 1999 - May 2001
5.9	Executive Committee of Council	
5.9.1	Minutes, agendas, annexures	May, July 2001
5.10	Financial Reform Committee	
5.10.1	Minutes, agendas, annexures	May 1999
5.11	Honorary Degrees Committee	
5.11.1	Minutes, agendas, annexures	2001
5.12	Internal Investment Committee	
5.12.1	Minutes, agendas, annexures	Sept - Oct 1999
5.13	Strategic Directions Council Committee	
5.13.1	Minutes, agendas, annexures	Feb, March 1999
5.14	Tuition Committee	
5.14.1	Minutes, agendas, annexures	Feb, July, Oct 2000
6.	CORRESPONDENCE	
6.1	External and overseas correspondence Vol. I and II	1996 - 2001
6.2	South African Universities and colleges	1996 - 2001
6.3	Student matters	1997 - 1998
7.	SUBJECT DOCUMENTATION (Alphabetical)	
7.1	Administrative Departments and Sections	
7.1.1	Minutes, agendas, correspondence	1998 - 2000

7.2	Boston City campus	
7.2.1	Correspondence, annexures	1998
7.3	Buro's, Institutions and Centres	
7.3.1	Correspondence, annexures	1996 - 2000
7.4	Confederation of Open Learning Institutions of South Africa (COLISA)	
7.4.1	Minutes	March 2001
7.5	Department of Business Economics. Unisa	
7.5.1	Research, policy, procedures and information	1990
7.6	Employment Equity Forum	
7.6.1	Minutes, agendas, annexures	2000, 2001
7.7	Eastern Seaboard Association of Tertiary Institutions (eSATI)	
7.7.1	Minutes, reports, correspondence	2001
7.8	Faculties correspondence	
7.8.1	Faculty of Art	1997 - 2001
7.8.2	Faculty of Economic and Management Science	1996 - 2001
7.8.3	Faculty of Education	1998 -2001
7.8.4	Faculty of Law	1997 - 2001
7.8.5	Faculty of Science	1998, 1999
7.8.6	Faculty of Theology	1997 -2001
7.9	Financial and Fiscal Commission	
7.9.1	Minutes, annexures	Aug 1999
7.10	Huguenot College	
7.10.1	Minutes, reports	2000, 2001
7.11	International Council for Open and Distance Education (ICDE)	
	Standing conference of presidents	2001
7.11.1	Minutes	
7.12	Information Communications Technology (ICT) Strategy Board (Previously IT Management Committee)	
7.12.1	Minutes, agendas, annexures	June 2001
7.13	Institutional Forum	
7.13.1	Reports, correspondence	Nov 2000, March 2001
7.14	Naming and renaming of buildings	
7.14.1	Minutes, agendas, annexures	2001
7.15	National Qualifications Framework and S.A. Qualifications Authority	
7.15.1	Correspondence, annexures	1999, 2001
7.16	National Working Group	
7.16.1	Indicators and benchmarks for S.A. Universities and Technikons	Sept 2001
7.17	Office of the principle	
7.17.1	Appointment of staff: notes regarding acting on behalf of the Principal	1997 -2000

7.18	Public Relations (Department)	
7.18.1	Alumni	1995 -1998
7.18.2	Fund – raising	
7.18.3	Functions, visitors, internal relations	
7.18.4	Media office and publications	
7.18.5	Unisa Bulletin and Press releases	
7.19	Regional offices correspondence	
7.19.1	Cape Town	1995 -1998
7.19.2	Durban	
7.19.3	Pietersburg	
7.20	South African College for Learning (SACOL) / South African College for Teacher Education (SACTE)	
7.20.1	Correspondence Vol. I, II	2000, 2001
7.21	South African Universities Vice Chancellors' Association (SAUVCA) (Previously Committee of University Principals) (CUP)	
7.21.1	Audit Committee	
7.21.1.1	Minutes, agendas, reports, annexures	Nov 1999
7.21.2	Equity Committee	
7.21.2.1	Minutes, agendas, reports, annexures	Apr 2001
7.21.3	Exco meeting	
7.21.3.1	Minutes, agendas, reports, annexures	July, Aug 1998
7.21.4	Investment and financial I	
7.21.4.1	Minutes, agendas, reports, annexures	1998
7.21.5	Finance Committee II	
7.21.5.1	Minutes, agendas, reports, annexures	Apr 2000, Dec 2001
7.21.6	General meeting	
7.21.6.1	Minutes, agendas, reports, annexures	Oct 2000
7.21.7	July meeting	
7.21.7.1	Minutes, agendas, reports, annexures	1998
7.21.8	Circulars	July - Nov 1998
7.21.9	Correspondence	Aug 1998 - Oct 2001
7.22	Committee of University Principals (CUP)	
7.22.1	Conference papers	July 1994
7.22.2	Funding group	Feb - May 1999
7.23	Statute of the University of South Africa (Unisa)	
7.23.1	Minutes, reports, annexures	2001
7.24	Student Council	
7.24.1	Reports, correspondence, annexures	1998, 1999
7.25	Student support	
7.25.1	Correspondence	1998
7.26	UNESCO: Richard Mawditt	
7.26.1	Correspondence	1999 -2000
7.27	Unisa Foundation	
7.27.1	Agendas, annexures, correspondence	1999, 2001
7.28	Unisa report for the quarter ended 30 June 2001 (Investec) and investment report (RMB Asset Management)	2001

7.29	Unisa Sunnyside campus - Gymnasium building	
7.29.1	Minutes, annexures	2000
7.30	University of South Africa Trust Fund	
7.30.1	Quarterly investment report (SCMB)	March, June 2001

PROF A MELCK PAPERS PART 2 Second Donation

8	<i>SELF-EVALUATION REPORT AND ADDENDA 1-91</i> Data presented for consideration of the Accreditation Commission of the Distance Education and Training Council	2001
8.1	<i>Higher Education Act, No. 101 of 1997</i>	
8.2	The University of South Africa Act, No.19 of 1959 as amended up to 1993	
8.3	Statute of the University of South Africa by virtue of Act 19/1959	
8.4	Universities Act, 61 of 1955 (Repeal by Act 101 of 1997)	
8.5	Department of Education Arts And Science Joint Statute of the Universities in the Republic of South Africa	
8.6	Universities Act 1955 – joint regulations of the universities	
8.7	University of South Africa (Private) Bill	
8.8	South African Qualifications Authority Act no 58 of 1995	
8.9	Skills Development Act no. 97 Of 1998	
8.10	Unisa Tuition Policies	
8.11	The University of South Africa research policy – final draft September 1995	
8.12	Community Participation Policy	
8.13	Report of a meeting to discuss the university's readmission policy, held on 1 September 1998 at 13:00 in Cas v Vuuren Building 6-119	
8.14	Staff training and development policy (Approved at the council committee on human resources on 12 March 2000)	
8.15	Policy on prescribed books	
8.16	University of South Africa policy on assessment and accreditation of experiential learning Preamble	
8.17	Employment equity Act no. 55 Of 1998	
8.18	Unisa project 2000	
8.19	Calendar 2001 : part 1 General information and rules	

- 8.20 Calendar 2001: part 2
Rules: undergraduate qualifications
- 8.21 Calendar 2001 : part 3
Undergraduate subjects & syllabuses
- 8.22 Calendar 2001 : part 4
Rules: postgraduate qualifications
- 8.23 Calendar 2001 : part 5
Teachers' upgrading qualifications
- 8.24 Unisa Access : toegang: zingenise: matsentshagae
- 8.25 Compact disc : Welcome to the University of South Africa
- 8.26 Qualifications submitted to SAQA for intern registration
- 8.27 Services and Procedures 2001
- 8.28 Post graduate information brochure 2001
- 8.29 Undergraduate information brochure 2001
- 8.30 Incorporation newsletter no 1
Unisa: Sacol Sacte
- 8.31 Scholarships, Bursaries & Prizes 2001
- 8.32 Community participation at Unisa 2000
- 8.33 Unisa adds : Cassette- 39 new opportunities now available from home
- 8.34 Data on courses
Number of students completed (2000) per module / paper
- 8.35 Only study guide for basic Psychology : 2000
- 8.36 Introduction to the economic & management environment a : 2000
Study guide
- 8.37 The African challenge: people & environment. Study guide GGH201-T
- 8.38 Year planner: Brochures, orientation package
- 8.39 Peer helpers : *The Peer Helper* : vol. 1 no. 2
- 8.40 Study process questionnaire
Student counselling and career development
Develop your career on the web: *Unisa News* 4/1999
- 8.41 Student Counselling and Career Development
Unisa news Articles on Study Skills (January 1999 Welcome to Unisa!)
- 8.42 Become One of Us : Select succeed!
Bureau for Student Counselling & Career development

- 8.43 Traditional Course Development Strategies and their application to contemporary Distance Education
- 8.44 Heart of darkness by Joseph Conrad. Sample of a customized text matched to reading levels
- 8.45 *South African Journal of Higher Education* 14(2)2000
- 8.46 Unisa Call Centre (leaflet)
- 8.47 Samples of market scripts. Assignments of students
- 8.48 Package received on registration (omitted)
- 8.49 Important information: Prescribed Books (leaflet)
- 8.50 Sample reply letters from academic staff
- 8.51 Sample reply letters from administration
- 8.52 Copies of certificates
- 8.53 Copies of educational records, transcripts, etc
- 8.54 Copies of registration forms
- 8.55 Examination records: Mark summary file
- 8.56 Procedures for invigilators (handbook) 2000/2001
- 8.57 Representative sample of Examination Scripts
- 8.58 Despatch: Inventory letters and post schedules (copy of inventory letter)
- 8.59 Copies of tuition collection letters
- 8.60 *Progressio* 19(2):1997, Bureau for University Teaching
- 8.61 Research report on language and learning skills
- 8.62 Survey: postgraduate diploma in telecommunications and information policy 1997 – 1998
Department of Communication, University of South Africa
- 8.63 Quality assurance in auditing distance education: feedback from students
- 8.64 Assessing learning material for distance education: a case study
- 8.65 Focus group interviews
- 8.66 Why did so many students go? A survey of withdrawing students 3
Corna Boonzaaier & Surika Julyan March 1997
- 8.67 Survey of students' evaluation of Unisa's image, administrative and
academic services: Students' comments on administrative matters
- 8.68 Analysis of the examination results of students attending tutorials at
learning centres during 1995, January 1997

8.69	Analysis of the examination results of students attending tutorials at learning centres during 1996	
8.70	Research report	1999
8.71	Examination paper statistics: Academic year	2000
8.72	Quality and Performance at Unisa: some indicators, comments and proposals by Ger van Enkevort	April 1995
8.73	Survival analysis of cohorts by qualification: Dropouts and graduates Corna Boonzaaier, Prof C van der Merwe & Norman Hall	
8.74	Top management structure Prof A Melck Principal	
8.75	Resumés of Deans : Functions of Deans: Prof M Makhanya Prof M Shahia Prof T Mda Prof J Neethling Prof E Reynhardt K Kritzinger	
8.76	Resumés of HODS Jepa Criteria: Fourie ; Ramose; Ryan; Brits; Cronje; Steenekamp; Booyse; McDonald; Pretorius; Potgieter; Van der Bergh; Visser; Kotzé; Steffens; Summers; Du Toit; Jafta; Spangenberg	
8.77	Resumés of 10% random sample of academic staff	
8.78	Teaching personnel with qualifications per department, and postcode as in December	2000
8.79	JEPA PILOT PROJECT: Performance Management Handbook	2000
8.80	1996 Substantive Agreement	
8.81	Annexure E of the agreement between the Joint Bargaining Forum & Management at Unisa	13 March 1995
8.82	Agreement entered - between THE UNIVERSITY OF SOUTH AFRICA (hereinafter referred to as "The Tutor")	
8.83	Unisa Library Annual report	2000
8.84	University of South Africa Financial statements	1999
8.85	University of South Africa 2000 financial statements	
8.86	Insurance programmes	1 Jan 2001 – 31 December 2001
8.87	Printing and publishing process	

8.88	Review of the examination paper printing facility and process Report 14/2001	March 2001
8.89	Annual report UNIREK 8508 UNISA department of Computer Services	2000
8.90	Quality Promotion Unit Quality Assurance in UNISA	
8.91	Policy: Minimum retention periods for University records	
9	CORRESPONDENCE AND SPEECHES (See also File 15)	
9.1	Correspondence 1988-1997	
9.2	Inaugural lecture: <i>Who should pay for education</i> Correspondence and copy of lecture	1990
9.3	Speeches	1988-1998
9.4	Installation of Antony Patrick Melck as Sixth Principal and Vice-Chancellor Programme, video and adress	1999
10	REPORTS BY GLOBAL HR SOLUTIONS TO MANAGEMENT COMMITTEE Progress Report Remuneration Phase 2 Implementation of a remuneration strategy, linking remuneration to job grading and performance Business analysis for the Departement of Undergraduate Student Affairs Remuneration recommendations to the CCHR Report on the financial implications of overtime work at Unisa 1999 to 2000 Remuneration Workshop: Presentation of findings, implications and recommendations to UNISA-stakeholders	1999-2001
11	FILLING OF <i>TOP MANAGEMENT VACANCIES</i> Reports, committee minutes, memoranda, notes and correspondence	1997-1998

PROF A MELCK PAPERS
PART 3 Third Donation October 2013

- 12 INSTALLATION OF RIEGER ORGAN IN OLD MUTUAL HALL (RENAMED ZK MATTHEWS HALL)
- 12.1 Correspondence and annexures (includes brochures, photographs, memoranda and press cuttings) 1971; 1988-1998
- 12.2 First Unisa International Organ Competition 1998
- 13 UNISA INTERNATIONAL MUSIC COMPETITIONS
Correspondence (includes information on the Rieger Organ)
1996-1998
- 14 UNISA'S FINANCIAL CRISIS: PRINCIPAL'S REPORTS TO COUNCIL
1994-2001
- 14.1 Development of crisis
- 14.2 Deloitte's investigation
- 14.3 Programme Optimum
- 14.4 7 Point Plan
- 14.5 Recovery
- 15 PROF A MELCK AS PRINCIPAL (See also File 9)
- 15.1 Election and appointment 1998
- 15.2 Installation of Antony Patrick Melck as Sixth Principal and Vice-Chancellor 1998
- 15.3 Resignation and farewell 2001
- 15.4 Speeches 1997-2001
- 16 ALLEGATIONS AGAINST CHAIRPERSON OF COUNCIL ADVOCATE M MOTIMELE 1999-2002
- 16.1 Documents relating to sexual harrasment against Advocate M Motimele
- 16.2 Counter-allegations of racism
- 16.3 Appointment and failure of Bam Committee
- 16.4 Court papers: Margaret Orr versus M Motimele
- 17 MINISTER OF EDUCATION, PROF K ASMAL, & CHAIRMAN OF COUNCIL ADV M MOTIMELE 2001
- 17.1 Remuneration
- 17.2 Appointment of Vice-Chancellor
- 17.3 Way Council operated
- 17.4 Merger of Unisa, TSA and Vudec
- 17.5 Resignation of Prof Melck