

Register of the

- **Battle Creek College**
- **Emmanuel Missionary College**
 - **Andrews University**
- **Seventh-day Adventist
Theological Seminary**
- **Potomac University**

Minutes Collection

Collection 331

Adventist Heritage Center
James White Library
Andrews University
Berrien Springs, Michigan
Original organization pre-1990; Update 2025

**Battle Creek College
Emmanuel Missionary College
Andrews University
Seventh-day Adventist Theological Seminary
Potomac University
Seventh-day Adventist Educational Society
MINUTES
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History

In brief, Seventh-day Adventist higher education began in 1874 when Battle Creek College opened its doors in Battle Creek, Michigan. After over 25 years of troubled existence, the college leadership, with the encouragement of Ellen G. White, moved the whole school, in the summer of 1901, to rural Berrien Springs, Michigan.

The school in a new location adopted the name Emmanuel Missionary College. It grew slowly over the next 56 years. In 1958, the General Conference of Seventh-day Adventists voted to move the graduate school and theological seminary it controlled from Washington, D.C. to the campus of Emmanuel Missionary College. Over the next two years the Berrien Springs campus evolved to become Andrews University.

In the early 1930s, the Seventh-day Adventist Church began to recognize the need for a more professional ministry as well as a better educated teaching corp. The General Conference launched the Advanced Bible School in the early part of the decade. Its goal was to teach ministers how to be better ministers. Beginning at Pacific Union College and later moving to Takoma Park, Maryland, it found a permanent home as part of the General Conference properties in Washington, D.C. Through the years the name changed to the Seventh-day Adventist Theological Seminary. In the 1950s a graduate program was added.

By the late 1950s, space was becoming an issue at what was then known as Potomac University. At the 1958 Annual Council of the Church, Emmanuel Missionary College President, Floyd Rittenhouse, invited Potomac University to relocate to the College campus in Berrien Springs, Michigan. It was voted to accept this invitation.

For more complete histories, see the *Seventh-day Adventist Encyclopedia*, volume 10. Also see the *Encyclopedia of Seventh-day Adventists* (online).

Scope

This collection contains only minutes of meetings from the various entities. The minutes date back to very near the beginning of Battle Creek College, established in 1874. Minutes from the founding years are not included, but begin three years later. Faculty minutes go up to the move to Berrien Springs. Faculty minutes from the first two years in Berrien Springs are not extant.

The Seminary minutes date from the beginning of the Advanced Bible School through the vote to move from Washington. Potomac University minutes cover the crucial years from the decision to move until the school was in full operation in Berrien Springs.

The minutes come from different committees. Many are from the faculty meetings, but there are also Board of Trustees and other committees. For minutes not included here, contact the University Archivist at Archives@andrews.edu.

Arrangement

It is difficult to describe the arrangement since the ones who did it are no longer available at this writing, and the arrangement is not what would be done today. This is a collection that needs to be revised. The minutes are bound in binders numbered as "Volume." It is not clear to us how these were ordered. Possibly chronological, but that is not always the case.

There are additional minutes that follow the five boxes listed in this register. Most of these are the Emmanuel Missionary College. and Andrews University Board of Trustees. Note that the Board of Trustee minutes are closed for research use for 35 years after the meeting date.

Extent

5 boxes [2.0 linear feet] + 12 linear feet of additional minutes.

Provenance

The provenance is not known. They were likely in an administrator's office until the Heritage Room began in the mid to late 1960s. However they arrived, they are official records of Andrews University and fall under the management of the Andrews University Archives and Records Center. They are stored in the Center for Adventist Research in a cooperative arrangement with the University Archives.

Use

All users of this collection will be required to complete the "Application to Use Unpublished Record," and to observe the regulation specified in the "Patron's Agreement" and "Researcher's Code of Conduct." All records in this collection are open and available for research if they are 35 years or more from the meeting date.. Citation for this collection:

Box ____, fld ____, Andrews University Institutional Minutes Collection (Collection 331), Center for Adventist Research, James White Library, Andrews University, Berrien Springs, MI.

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Inventory

Location for this collection: Vault, row 7

Battle Creek College Faculty Minutes

- Box 1 Faculty (Vol. 3) Sep 5, 1890 to Apr 16, 1893 (pp. 1-189).
Faculty (Vol. 5) Sep 6, 1896 to Sep 14, 1897.
Faculty (Vol. 6) Oct 7, 1897 to Mar 20, 1898.
Faculty (Vol. 8) Apr 18, 1897 to May 15, 1901.

Emmanuel Missionary College and Union Meeting Minutes

- Box 2 Faculty (Vol. 13) Jun 24, 1903 to Aug 14, 1904.
Faculty (Vol. 14) Aug 14, 1904 to May 26, 1908.
Faculty (Vol. 15) Sep 17, 1908 to Feb 12, 1913.
Box 3 Faculty (Vol. 16) Mar 26, 1913 to Mar 18, 1923.

Seventh-day Adventist Theological Seminary

- Box 1 Board Minutes: Nov. 7, 1933 - Dec. 27, 1944.
Box 1 Board Minutes: Jun. 26, 1941 - Dec. 15, 1952.
Box 1 Board Minutes: Mar. 28, 1945 - Apr. 10, 1957.
Box 2 Board Minutes: Jan. 18, 1953 - Jun. 5, 1958.

Box 2 Executive Board Minutes: Aug. 6, 1941 - Sept. 13, 1951.

- Box 2 Faculty Meeting Minutes: Jun. 17, 1941 - Dec. 18, 1949.
Box 3 Faculty Meeting Minutes: Jan. 1, 1950 - May 16, 1957.
- Box 3 Committee on Graduation Minutes: Mar. 30, 1941 - Sept. 23, 1958.
- Box 3 Committee on Admission Minutes: Jun. 6, 1949 - Aug. 29, 1954.

Potomac University

- Box 3 Administrative Council Minutes: Nov. 20, 1958 - Jun. 27, 1960.
Duplicates (in folder): Feb. 3, 1959 - Jan. 20, 1960.
- Box 3 Faculty Meeting Minutes: Jun. 25, 1957 - Oct. 29, 1958, Apr. 13, 1960.

Emmanuel Missionary College and Andrews University Management Council

- Box 3 EMC and Andrews University Management Council Minutes: Jan. 11, 1960 - Jul. 30, 1963.

Seventh-day Adventist Educational Society and Board of Trustees Minutes

- Box 4 Board and Society Minutes (Vol. 1) Sep. 24, 1877 - Jan 8, 1890 (pp. 1-135).
- Box 4 Annual Sessions (Vol. 2) Nov 17, 1887 - Apr 10, 1895 (in envelope).
- Box 4 Stockholders and Board Minutes (Vol. 7) Mar 27, 1898 - May 18, 1904.
(Some 1896 and 1897 minutes also included).
- Box 4 Educational Association (Vol. 9) Mar 27, 1898 - Apr 10, 1898.
- Box 4 Central Educational Society (Vol. 10) Apr 5, 1899 - Nov 4, 1900.
- Box 4 Central Educational Society Board Minutes (Vol. 12) Apr 25, 1901 - Oct 25, 1906.
- Box 5 Central Educational Society Board Minutes (Vol. 11) Apr 29, 1901 - Nov 23, 1904.
- Box 5 Central Educational Society Association Minutes (in folder) Feb 11, 1907 - Jun 2, 1910.

Box 5 EMC Board of Trustee Minutes (Vol. 15) Feb 28, 1910 -Sep 30, 1918.

Box 5 EMC Board of Trustee Minutes Feb 18, 1913 - Dec 21, 1927.

Other Institutional Minutes

The Center for Adventist Research in cooperation with the Andrews University Archives holds many additional institutional minutes. These include:

- Emmanuel Missionary College Board of Trustees, 1928-1959
- Andrews University Board of Trustees, 1959-
- Seventh-day Adventist Theological Seminary Board and Faculty Meetings, 1930s- 1950s
- School of Graduate Studies, 1970s

Please note that restrictions may apply to certain of these minutes. Andrews University Archive Policy allows most minutes older than 35 years from the meeting date to be open for research use. Newer records are closed to the public.

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